

Communications Coordinator

Job Code: 6408

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Develops printed and electronic communications materials for the distribution of research and clinical developments through the Oklahoma Center for Geroscience and Healthy Brain Aging. Takes the lead in real time updating and developing of websites and social media information as well as the organization of large meetings and symposia sponsored by the Center.

- Writes, edits, designs, and organizes project materials to include but not limited to brochures, presentations, advertisements, proposals, mailing material and letters.
- Researches and compiles information related to a targeted audience, writes, and edits content using journalistic style and grammar.
- Reviews and submits communication materials along with recommendations to management for edits and makes final changes to ensure maximum effectiveness.
- Reviews, researches, and evaluates the outcome of the communication materials to determine the impact on results.
- Discusses with management any adjustments to future communications based on research.
- Ensures the quality and accuracy of all communications materials.
- Assists in updating and developing the department internet and intranet websites.
- Create and update social media content for the Center and program projects.
- Performs various duties as needed to successfully fulfill the function of the position including the purchasing necessary to publish various communications and the organization of large meetings and symposia sponsored by the Center.

Minimum Qualifications

Education:

Required: Bachelor's Degree in Journalism, English, Communications, Advertising or related field requiring extensive writing experience.

Experience:

Preferred: 18 months experience in graphic design and layout, writing, and researching information.

Certifications or Licenses:

None.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Skilled in MicroSoft Office Suite to include Outlook, Word, Excel.
- Skilled in Wordpress and the usage of various social media platforms.
- Skilled with Adobe InDesign, Photoshop or other graphic design software.
- Command of the English language including rules and usage.
- Ability to plan, organize, and manage time.
- Ability to handle stressful situations and meet deadlines.
- Ability to research information including gathering and analyzing data from multiple sources.

Working Conditions

Standard Office Environment.

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