



## **WE'RE LOOKING FOR A COMMUNICATIONS COORDINATOR POSITION LOCATION: FORT ERIE, ONTARIO**

Reporting to the Manager Contracts and Communications (MCC), the Communication Coordinator coordinates corporate communications projects. Supports writes and revises communication plans and documents. Assists in coordination and organization of events, tradeshows, press conferences, demonstration tours and meetings. Maintains the company website, contact database inventory for all communications collateral and communication tools, the coordinator will work as part of the creative team.

### **MAIN RESPONSIBILITIES**

#### **Marketing & Communication Plans**

- Supports and/or coordinates the development and implementation of Airbus' communication plans and assists the Manager to ensure projects are in line with the allocated budget
- Manages/execution of small and large-scale events and trade shows
- Assists the Manager with the development of effective communication campaigns to ensure they are in accordance with Airbus Helicopters' branding and initiatives
- Support the Marketing Department in campaigns and attendance at trade shows, events and customer visits as needed
- Manage additional departmental needs as required.
- Recommend strategies and projects to the Manager and communication with both internal and external stakeholders.

#### **Write/Revise Communication Plans & Projects**

- Assists Manager in the development of yearly communication initiatives, budgets and crisis communications
- Provide data research and prepare presentations as assigned by the Manager
- Organize/oversee facility tours and events as required

#### **Internal & External Communication**

- Responsible for Graphic Design to support various communications projects
- Assist in the creation, distribution and scheduling of advertising
- Coordinate internal and external communication projects and maintain regular contact with external agencies and other suppliers as well as, external audiences: customers, stakeholders, supporters, journalists and communication agencies
- Manage tour guide and promotional item inventory



### **Preparation of Feature Articles**

- Creation and management of quarterly Customer Service Newsletter
- Assist in creation/editing of content in relation to executive speeches, editorials, press releases, memos, customer correspondence, invitations and company profiles.

### **Maintain AHCA's Presence through Social Media Tools**

- Maintain/analyze company online presence including company website and social media platforms, communicating company news, success, plans, events, etc.

## **POSITION REQUIREMENTS**

- College Diploma in Communications, Marketing, English/Journalism or a related field or equivalent experience
- 3 years' experience working in communications, marketing, public relations or media
- Strong organizational skills
- Detailed oriented
- Ability to meet tight deadlines and work under pressure
- Excellent initiative and self-motivation
- Able to work with a team
- Excellent verbal and written communication skills
- Creative and able to "think outside the box"
- Flexible
- Good knowledge of website management and preference given to those with Word Press experience
- Able to prioritize work
- Strong researching skills
- Proficiency in Microsoft Office
- Knowledge in Adobe Suite (Graphic Design)
- Bilingualism (French-English) an asset

**Interested applicants can apply on our online portal  
Via [ApplicantPro](#).**

We would like to thank all applicants, however, only those selected for an interview will be contacted.