

Job Train -  
Menlo Park  
(5924)  
To:  
Employment  
Counselor  
Date:  
03/05/2024



# Robert Half®

94555  
Fremont,  
CA,  
94555

is now hiring!

Communications Coordinator	
<b>Benefits:</b> Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.	<b>Salary range:</b> DOE <b>Employment status:</b> Contract / Temporary to Hire
<b>Description</b>	
<p>Robert Half is seeking a Communications Coordinator! The successful candidate will help create promotional materials, contribute to the development of company websites, organize meetings and presentations, and interact with clients to effectively deliver our company's message to the public and the media. You must possess superb written and verbal communication skills, and have in-depth knowledge of marketing trends and desire to work with philanthropic organizations.</p> <ul style="list-style-type: none"><li>• Write content for both print and Web including the company website, blog, brochures, and newsletter.</li><li>• Plan and implement a communications strategy.</li><li>• Monitor the company's social media and online presence.</li><li>• Organize and direct promotional events.</li><li>• Recommend techniques to improve the company's public image.</li><li>• Make sure that all promotional and marketing materials meet the company's brand identity strategy.</li><li>• Identify and resolve any issues with promotional content in a timely and professional manner.</li><li>• Serve as point of contact for media and public questions.</li><li>• Assess and report on the effectiveness of communication strategies.</li><li>• Coordinate meetings, press conferences, and presentations.</li></ul>	
<b>Requirements</b>	
<ul style="list-style-type: none"><li>• Bachelor's Degree in marketing, communications, English, public relations, or journalism.</li><li>• A minimum of 2-3 years experience working in a marketing or communications position.</li><li>• Possess a solid understanding of effective marketing techniques.</li><li>• Must have excellent writing and editing skills.</li><li>• Be able to communicate clearly and effectively.</li><li>• Strong time-management and organizational skills.</li><li>• Desire to work with philanthropic institutions and organizations</li></ul>	
<p>Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.</p> <p>Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.</p> <p>Questions? Call your local office at 1.888.490.4154. All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals. Visit <a href="https://roberthalf.gobenefits.net/">https://roberthalf.gobenefits.net/</a> for more information.</p> <p>2021 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to <a href="#">Robert Half's Terms of Use</a>.</p> <p><a href="#">Apply Here For Job Posting</a></p>	

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**