

United Planet

Communications Coordinator

United Planet is looking for a Communications Coordinator available for 6 months to join our international team in Boston. You will have to promote cutting-edge humanitarian and educational programs among global media and to develop innovative strategy to manage and improve global awareness for United Planet.

Job Responsibilities:

- Draft external communications including media alerts and press releases
- Foster and update our media contacts and blogger list
- Identify and reach out to media sources
- Create media kits and press releases
- Optimize press releases for search engines and post on appropriate channels
- Interview alumni and board members for United Planet's quarterly newsletter
- Prepare quarterly newsletter
- Engage in online PR efforts
- Assist with event marketing, market research, web development, and calendar of events publicity
- Undertake special projects as needed
- Research for different media projects
- Set up and deliver presentations

Qualifications:

- Journalism, Media, or Public Relations major
- Strong written & verbal skills needed
- MS office knowledge
- Strong communication skills

Contact Information:

Please send a cover letter and resume to team@unitedplanet.org

Please note that this is a volunteer position.