**Senior Communications Coordinator** COM230

HDR is seeking a passionate and experienced communications coordinator to support our growing practice in Florida, Alabama and Mississippi. In this role you will:

* Assist with client management and client development.
* Lead the development and implementation of communications plans (target audience strategy, media relations and tracking, collateral material development, comment response programs, event planning, overall activity schedule, information lines, contact databases, and reporting).
* Coordination and leadership of production/planning teams; lead concept development, writing and editing and assist in graphic coordination of outreach materials such as surveys, newsletters, websites, handouts, videos, advertisements, and press releases.
* Facilitation of public meetings, hearings, open houses, focus groups, workshops, advisory committees, and other stakeholder meetings.
* Coordinate project related data gathering and political analysis and monitoring.
* Assist with the development and management of political outreach strategy.
* Manage social media campaigns.
* Media coordination for advertisements, including public notices, and press releases; media monitoring/tracking for project documentation.
* Management of external service providers including court reporters, videographers, acoustical consultants and sub-consultants.
* Lead stakeholder coordination and conflict resolution (in-person visits, phone calls, email).

*Requirements:*

* Bachelors degree
* Minimum 6 years related experience, including management
* Strong written and verbal communication skills
* Strong organizational skills
* Willingness to travel
* Media relations experience desired
* Service and client-oriented personality with the ability to handle multiple assignments at a time and set and meet deadlines
* Self-starter; can work well independently or in a team environment
* Experience leading social media campaigns
* Working knowledge of local, state and federal requirements for public involvement