

Position: Communications Coordinator

Our Firm

CRI Communications, headquartered in Atlanta, GA, is a growing corporate communications firm serving many Fortune 500 clients in the development and production of their stakeholder communications. Our clients represent some of the most well-known corporate names and brands in the U.S. We specialize in customized corporate social responsibility/sustainability reports and annual reports, which can range from a few to more than 100 pages, in both digital and print formats. In addition, we provide clients with a range of sustainability communications consulting services. Our work environment is collaborative, casual and fast-paced.

The Right Person

We are looking for a motivated self-starter to join our team as a communications coordinator. This position will perform two primary duties: supporting our management team in new business development and supporting our sustainability strategy team through research and writing.

For new business development, you will be responsible for maintaining a data base and an archive of marketing materials. You will help develop responses to Requests for Proposals and other corporate procurement requests as well as help prepare new business PowerPoint presentations. Your duties also will entail refreshing our web site, social media channels and other client outreach activities.

When not working on business development, this position will support client projects through activities such as benchmarking and research on industry trends, environmental and social issues and other aspects of ESG/sustainability reporting and strategy.

If you are the right candidate for this position, you have a knack for communication and are resourceful about finding what you need and devising a course of action. You have a strong interest in business strategy, corporate social impact, environmental sustainability and enjoy learning the dynamics of various industries. You work well in a team environment and thrive in a deadline-driven situation.

Requirements

- Two-to-three years professional experience, ideally in an agency setting.
- Demonstrated communication skills, with writing samples a plus.
- Excellent knowledge of PowerPoint with the ability to put together a thoughtful, compelling and well-designed presentation.

- Resourceful research skills
- Strong organizational capabilities, including the ability to organize large volumes of content and create data tracking solutions.
- Comfortable with deadlines and fast turnaround assignments
- A passion to understand, interpret and communicate business/ESG strategy
- General knowledge of business strategy, financial reporting and/or ESG topics (climate change, workforce diversity, labor rights, ethics, governance, etc.)
- Client-focused with a desire to exceed expectations
- Independent initiative

This is a full-time position with an attractive benefits package and remote working opportunity. Interested candidates should submit a resume and writing and/or presentation samples that demonstrate capabilities to careers@corporatereport.com.

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