



## **JOB ANNOUNCEMENT**

MDRR invites applications for **Communications Coordinator**.

This position is classified as an Admin position and will report to the Communications Supervisor/Manager.

The Communications Coordinator will be responsible for creating consistent and engaging content for the Company's internal and external communication channels.

Required Knowledge, Skills and Abilities:

- Must have 2-3 years of communications related experience.
- Proficiency with MS Office Suite, including MS Excel.
- Design experience with Adobe Suite, including Illustrator, InDesign, and Photoshop.
- Experience in web design, copy-writing, editing and preparing files for print production a plus.
- Must be able to communicate effectively and professionally via e-mail and telephone.
- Excellent time management and prioritization, including working within a scheduled shift.
- Is a positive member of a team.
- Must be able to read, write and speak in Spanish and English

To apply for this position, e-mail a completed application and resume to [Careers@mdrr.com](mailto:Careers@mdrr.com).

MDRR is an equal opportunity employer. This job posting should not be considered a full description of the position.