

Senior Coordinator, Corporate Communications

Position Summary

Graham Holdings is seeking a highly motivated, enthusiastic, organized, and creative professional to join our Corporate Communications team. The incumbent will support the execution of internal and external communications priorities. The Corporate Communications Coordinator will directly support Graham's Chief Communications Officer, leading the team's operations work and assisting with the development of high-value communications that drive business objectives and employee engagement.

The incumbent will work closely with our internal communications team and other business stakeholders to ensure internal and external communication efforts are executed efficiently, effectively and with impact.

What You'll Do:

- Provide front-line support to the Chief Communications Officer including calendar management, travel arrangements, liaison for media and investor inquiries, etc.
- Coordinate and organize logistics for internal and external functions including meetings, conferences, and receptions
- Write, review, and/or distribute press releases and other public-facing communication, including the company website; keep up-to-date distribution lists for press releases and announcements
- Draft, edit, and review key announcements and copy for posting internally and externally
- Respond to information requests from external and internal stakeholders
- Support development and execution of communications strategies
- Prepare professional business communication documents including memos, letters, invoices, and emails

Essential Skills, Abilities, and Attributes:

- Confident communicator. You are confident managing various channels of communication with internal staff at all levels and high-level external stakeholders.
- Good judgment. Your executive can count on you to make the right decisions for staff and the company.
- Eye for detail. You enjoy proofreading documents and pulling together data.
- Organized and Action-oriented. Ability to handle multiple projects at once and competing priorities.
- Creative. You can write engaging content for internal and external consumption; past graphic or web design exposure is a plus.

Required Qualifications:

- Bachelor's degree in communications, marketing, journalism, public relations, business, English, or related field; equivalent experience may be considered in lieu of degrees
- 3-5 years of professional experience
- Proficient with Microsoft and G-Suite systems

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k), PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee discounts & deals and more.

Send resume, cover letter and salary requirement to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.