



EMPLOYMENT OPPORTUNITY

COMMUNICATIONS PROJECT COORDINATOR

ARE YOU PASSIONATE ABOUT PUBLIC OUTREACH AND COMMUNITY ENGAGEMENT?

InGroup Inc., is a fast-growing, niche public relations/marketing agency, established in 1995, focused on engaging customer and community involvement associated with public transportation, energy, construction/redevelopment and infrastructure projects that looks to improve transit, neighborhoods, and regional economic development.

The Communications Project Coordinator supports the Senior Project Managers in planning and executing communications strategies and stakeholder engagement for corporations and communities.

We are seeking a detailed Communications Project Coordinator who enjoys a wide range of varied assignments. This position will require flexible support for both remote and in-person assignments.

JOB RESPONSIBILITIES

Reporting to the Senior Project Manager, the Communications Project Coordinator will:

- Manage administrative tasks related to, but not limited to, electronic filing, research, project schedules, and task coordination
- Assist in tracking project schedules and tasks, budgets, and project documentation
- Assist with PowerPoint presentations
- Perform other administrative duties to include completing forms for bid proposals, note-taking, and data entry
- Assist the President with administrative tasks and preparation of documents for executive presentations and meetings

REQUIREMENTS

- Excellent written and verbal communication skills
- Proficiency in Microsoft Excel, PowerPoint, and Word and experience managing large amounts of data such as a contact database
- Calm under pressure with a willingness to be flexible and the ability to determine how to prioritize requests from different team members
- Independent, driven, eager to learn, has strong time management skills, and the ability to manage simultaneous and often changing priorities

OTHER QUALIFICATIONS

- 3+ years of communications, marketing, administrative, or related industry experience
- Experience with media relations, outreach, community involvement issues, or industries such as energy, engineering, transportation, or infrastructure is a plus
- Bachelor's degree preferred
- Available to travel to local meetings within the tri-state area (NY/NJ/CT)
- Available to operate within the regular business hours of Monday through Friday, 9 AM to 5 PM EST, and to occasionally work outside of these hours
- Must be willing to work at a nearby client site when required
- Adaptable and able to work in a dynamic environment
- Must be flexible to work on a variety of assignments for various project managers
- Must deliver quality work on deadline

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to drive or navigate to meetings.

We encourage all who are interested to apply by sending us your cover letter and resume to [jobs \[@ \] ingroupinc.com](mailto:jobs[@]ingroupinc.com)

This job description is for an at-will position. InGroup Inc., provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the Company takes affirmative action to ensure that applicants and employees are treated without regard to any of these characteristics.