

VACANCY

MEMBER RELATIONS & COMMUNICATIONS COORDINATOR

The Copyright Music Organisation of Trinidad and Tobago (COTT) is seeking to fill the position of Member Relations & Communications Coordinator.

The Member Relations and Communications Coordinator is required to:

- Provide strong support to the CEO through the development and effective management of Member Relations and the Corporate Communications function.
- Develop and implement COTT's Member Relations and Communications Plan.
- Ensure the provision of comprehensive support and service to Members, building awareness of and support for COTT's mandate.
- Implement strategies and programmes to improve COTT's relationship with Members, Customers/Licensees, Stakeholders/Staff and the public in a consistent and credible manner in order to contribute to the integrity and success of COTT.

The professional requirements for the position of Member Relations & Communications Coordinator are:

- A First Degree in Mass Communications, International Relations, Marketing, Public Relations or related field.
- Minimum of 3 years' experience in marketing, advertising and/or communications.
- Computer literacy with Advanced proficiency in Microsoft Suite, Adobe Photoshop, In Design and HTML; Familiarity with both Mac and Windows a plus.
- Demonstrated web-editing skills and eye for design.
- Certification in Events/Project Management an asset.

The Position also requires:

- Excellent interpersonal and communication skills with the ability to articulate ideas clearly and to interact effectively at all levels of the Organisation
- Excellent marketing/sales skills with proven networking and influencing skills
- Excellent skills in writing, grammar, proof-reading and presentations
- Proven ability to maintain professional composure under stressful situations
- Strong planning, administrative and project management skills
- Flexible team player with the ability to work long and irregular hours

Interested parties are requested to submit their resume by **July 7th, 2017** by mailing them to career@cott.org.tt
Prospective candidates are urged to visit our website at www.cott.org.tt



Making music matter!