



Communications Coordinator

JOB SUMMARY

AgAmerica is seeking a Communications Coordinator to add strategic and operational value to CEO Operations and CEO Internal/ External Relations. The Communications Coordinator will report directly to the Chief of Staff and will primarily develop and execute communication strategies for external and internal company stakeholders, using data analysis to build comprehensive communication plans and drive effective messaging. Additionally, this person will work closely with the Chief of Staff to design and execute management strategies, develop quarterly company plans, spearhead select new business efforts, and manage high-impact meeting logistics.

JOB DETAILS

Hire Date: ASAP

Position Type: Full-time

Compensation: Wages negotiable based on experience, competitive benefits package

Manager: Chief of Staff

JOB RESPONSIBILITIES

- Plan and execute annual communications relating to all tiers of company leadership
- Prepare meeting materials including but not limited to, presentation slides, agendas, and content
- Interpret data; manage KPI data and other findings
- Prioritize, plan, and execute project and key initiatives
- Write and review content for a variety of internal and external audiences
- Manage priorities and CEO/CoS calendar as needed

REQUIRED QUALIFICATIONS

- Liberal Arts degree: Business, Communications, and English majors preferred
- Excellent written and spoken communication skills
- Analytical skills
- Advanced PowerPoint, Word, Excel skills
- Ability to work in a fast-paced environment

CORE COMPETENCIES

- Ability to:
 - exercise discretion and confidentiality
 - multi-task and prioritize
 - understand and replicate writing tones
 - communicate in a superior fashion
 - anticipate needs and exercise business intuition
 - be extremely organized

AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.

AgAmerica Lending
4030 S. Pipkin Road, Lakeland, FL 33811 | 863.607.9500 | AgAmerica.com
Updated: 10/21/2020

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EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.



AGAMERICA LENDING

- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

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