JOB OPPORTUNITY ANNOUNCEMENT

JOA #: 26-17
TITLE: Coordinator, Communications
DIVISION/DEPARTMENT: Communications
REPORTS TO: Senior Vice President, Communications

DATE: November 9, 2026
GRADE: Exempt

POSITION SUMMARY:

This position is responsible for handling scheduling, administrative and operational support for the Senior Vice President, Communications and the Communications Department. The successful candidate must juggle a wide range of duties in a fast-paced environment; anticipate needs and prepare accordingly; maintain department schedules; prioritize multiple competing deadlines; consistently display a professional demeanor; exercise sharp judgment; maintain confidentiality at all times; and enjoy working with a range of people. The communications coordinator will be exposed to complex policy, regulatory, safety, security, economic, environmental, operational and consumer topics and will also work with experienced subject matter experts.

DUTIES & RESPONSIBILITIES:

- Manage SVP's schedule, travel and meeting preparations. Provide needed background, bios and other relevant information needed for events, presentations, etc. in a timely fashion.
- Proactively identify relevant events and add them to the department calendar.
- Schedule, organize and participate in department meetings; prepare comprehensive notes, clearly communicate decisions and action items, track deadlines, follow up with colleagues on outstanding items and escalate overdue tasks or unresolved issues to the appropriate department leader as needed.
- Monitor relevant news coverage, social media, industry trends (including fuel prices, TSA throughput and other data points), issues and briefings, hearings, flagging content in real time and pulling/distributing media coverage/clips (i.e., morning and evening news clips). May be requested to send notes from media events, hearings and press conferences.
- Assist with drafting and editing correspondence such as memos, presentations, letters and emails.
- Coordinate communications-related event planning (e.g., food and beverage, invite/RSVP lists, signage/meeting handouts, logistics) for press conferences, receptions, industry events, media events, member communicator meetings and various other meetings/events.
- Help maintain and manage relationships with relevant vendors and stakeholders; ensure any deliverables or follow-up items are provided promptly. Manage departmental contracts.
- Ensure distribution lists and contact lists are updated regularly with current information.
- Manage subscriptions to publications and memberships to organizations, including ensuring payment is submitted on time.
- Distribute publications and mail to the appropriate area or person.
- Maintain, update and organize files for the Communications Department.
- Process and track department invoices; process SVP's expense reports and submit them in a timely manner.
- Receive and route telephone calls and correspondence in a professional manner.
- Manage office supplies for department.
- Respond to work-related communications in a timely and professional manner; maintain effective communication with colleagues and department stakeholders; and promptly communicate scheduling conflicts or delays that may affect assigned tasks or deadlines.
- Coordinate assigned projects and administrative tasks, monitor deadlines, follow up on outstanding items and ensure timely completion of deliverables in support of departmental priorities.
- Function as part of a strong, collaborative team, actively engaging with the department's spokespeople, digital team and social media content team.
- Perform other related duties and responsibilities as assigned, consistent with the scope and level of the position and the needs of the department.

QUALIFICATIONS

- Must be highly motivated individual who is organized, detail oriented and desires to work in a dynamic, quickly moving, deadline-driven environment.
- Must have a strong willingness and eagerness to learn.
- Ability to initiate projects and work independently while also being a team player who enjoys working with others.
- Keen attention to detail; have effective project management skills; and be a problem solver who can proactively identify solutions.
- Outstanding interpersonal skills and a professional telephone manner with strong command of the English language, both oral and written.
- Strong Microsoft Office skills, including Outlook. Must be able to use/learn a variety of software programs, including routine website and social media work.
- Bachelor's degree in communications, journalism, English or relevant field is preferred but not required.

WORK ENVIRONMENT:
If approved by the department supervisor, A4A employees have the option to work from home on Fridays. All employees are expected to work in the office Monday through Thursday.

SALARY INFORMATION:
The annual salary range for this position is $60,000 to $80,000. Typically, new hires are brought into the organization at a salary between the minimum and midpoint for the role, depending on experience, qualifications and internal equity.

COMPETITIVE BENEFITS:
Choice of medical plans plus free life, dental and vision coverage. 401(k) with matching contributions, airline travel privileges, a tuition reimbursement plan and 12 weeks of fully paid parental leave.

HOW TO APPLY:
Interested applicants should send a cover letter, resume and salary requirements to hr@airlines.org, attention JOA# 26-17.

Equal Employment Opportunity