



**Media Coordinator**  
**Teamsters Headquarters, Washington DC**

Founded in 1903, the International Brotherhood of Teamsters is North America's strongest union, representing more than 1.3 million hardworking people in the U.S., Canada, and Puerto Rico.

The Strategic Initiatives Department is integral to the Teamsters' mission, overseeing communications, research, economics, capital strategies, and the Teamsters History Project. The department equips Teamsters affiliates with essential resources to excel in organizing, public relations, contract campaigns, audience expansion, and enhancing public perception.

**Position Summary:**

The Media Coordinator helps the spokespersons for the International Union manage a daily workflow as well as the planning and completion of long-term media strategies, initiatives, and campaigns. The Media Coordinator reports directly to the Assistant Director for Communications. Based in Washington, DC, this position operates full-time and in-person from the union's headquarters.

**Duties and Responsibilities:**

- ***Media Management:***
  - Assists in coordinating news conferences, media events, interviews, and outreach efforts.
  - Tracks and reports on media coverage relating to the International Union.
  - Monitors and follows work of relevant reporters.
  - Coordinates with social media team on monitoring relevant media posts.
  - Develops and maintains press lists and media database in Cision.
  - Maintains video, photo, and b-roll library.
- ***Executive Support and Coordination:***
  - Coordinates video sessions with leadership, members, and others as needed.
  - Assists Media Manager in training members and leaders as spokespersons and assists facilitating mock interviews.

- Coordinates with multiple departments, affiliates, and divisions to produce communication materials.
- ***Administrative Responsibilities:***
  - Attends meetings, conferences, and events.
  - Completes ad-hoc projects and duties as assigned by the Director, Assistant Director, or their designee.

This role demands a reliable, quick learner, with strong communications and organizational skills. The Media Coordinator will contribute significantly to enhancing the visibility, credibility, and deep commitment to advancing the interest of workers and their families represented by the Teamsters.

### **Education and Experience:**

- Bachelor's degree in communications, marketing, or a related field.
- 3+ years of experience in a fast-paced and dynamic media environment
- Union experience preferred.
- Strong verbal and written communication skills.
- Ability to demonstrate sound discretion and confidentiality and good judgment to navigate high visibility issues.
- Proficiency in Microsoft Office, Adobe Acrobat, and social media platforms.
- Demonstrate knowledge and experience dealing with competing priorities.
- Exceptional time management skills and ability to consistently meet deadlines.
- Strong analytical and problem-solving skills.
- Detail-oriented and highly motivated individual.
- Ability to conduct in-depth research.
- A team player and possessing the ability to work independently.
- Ability to travel as necessary.

Starting salary range is \$80,000 - \$110,000, dependent on experience, with a strong benefits package including FICA reimbursement, 100% employer-paid health and welfare plan, union pension, 401(k), FSA, and vacation and sick leave.

The Teamsters is an Equal Opportunity Employer, and strongly encourages women, people of color, LGBTQ individuals, and candidates with diverse backgrounds and life experiences to apply.

To apply, please submit a cover letter and resume to Snjez Arthur at [sarthur@teamster.org](mailto:sarthur@teamster.org), Subject: "Media Coordinator position." No phone calls, please.