

20 a-m productions, llc

The parent company of Share My Story & 20 A-M COMMUNICATIONS

407-917-20AM (2026) • ShareMyStory.biz • 20A-M.com

P.O. Box 915671 • Longwood, Florida • 32791

COMMUNICATIONS COORDINATOR POSITION -- JOB DESCRIPTION **[Part-Time // 15-20 Hours Per Week // \$14 Per Hour]**

The Communications Coordinator position with 20 A-M Productions, LLC is an entry-to-mid level part-time position, specifically for college graduates // graduate students and beyond, focused on the aspects within public affairs, marketing, advertising, traditional and social media, general and crisis communications, design, publications, video, and event and brand management. This position is not an internship / not for undergraduate students.

JOB SUMMARY:

The primary role of the Communications Coordinator is to assist 20 A-M Productions, LLC [20 A-M COMMUNICATIONS and Share My Story] with production work and/or video/photography and/or design and/or social media and/or event management and/or research, among other communication-related tasks.

For those geared towards media relations and social media, as well as marketing, advertising and brand management, you must enjoy writing.

Those focused on video, photography and/or publications [graphic design], you must enjoy creativity – but also be understanding to a client's needs.

Those filling this role/these roles will be creative, talented, eager, and hard-working. But they must be willing to learn, because learning on the job is expected. You must want to hone your professional skills. And you also must be willing to fail – as long as you learn from it.

More than anything, this position requires a good person. Plain and simple. Somebody who understands that, to be a good public relations representative, one must be willing to learn and understand multiple facets within the world of PR, from writing, to photographing, to social media management, to event management – not just one or two of them. If you are a good person, if you are a team player, if you want to truly delve into what public relations is like and how to be successful at it, grass-roots style, then read on.

DUTIES AND RESPONSIBILITIES:

You will help with all aspects of public relations / communications, including:

- Work directly with clients to understand their needs, concerns, projects, deadlines, etc.
- Research media outlets for respective pitches and press release distribution
- Research potential client opportunities online with daily searches
- Review daily media inquiries for potential expert articles
- Video & photography: To include full production, including filming, producing, directing, editing, etc.
- Create social media content
- Provide assistance to members of the press at various events
- Post social media content
- Develop and coordinate publicity and other communications support related to clients/events/programs
- Potentially write blogs and/or press releases and/or stories of clients
- Video and/or photograph clients / events, and learn editing techniques
- Attend respective client events, and promote them throughout

- Represent 20 A-M at community events and gatherings
- Participate in conferences/workshops/trade shows, representing client(s) and/or 20 A-M
- For graphic designers:
 - Edit photos
 - Produce marketing collateral, event and brand signage
 - Prep files for print production
 - Produce graphics
 - Produce, design, and/or select art or photography for publication
 - Potential video production
 - Logo creation, branding, visual design
 - Develop photographs, advertising, and direct mail materials for clients/20 A-M
 - Quality control
- Perform other related duties, as assigned

TIME, EQUIPMENT REQUIREMENTS AND PAYMENT:

This position entails 15-to-20 total hours per week, both in-office and at various assignments out-of-office [e.g. client offices, events, etc.].

Personal computer / laptop is required for each employee. If filling graphic designer role, you must have your own access to Adobe products [such as Photoshop, Illustrator, InDesign, etc.] or Publisher 2016. Experience with Microsoft Office [Word, PowerPoint, Excel, Publisher, etc.] a plus. Video / photographers must have their own camera(s), lense(s), editing software, tripods, etc.

20 A-M will pay \$14 per hour.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Current graduate student OR recent graduate, having taken – or taking – course work pertaining to public affairs, marketing, advertising, traditional and social media, communications, design, publications, brand management, and/or event management
- Positive attitude
- Excellent communication skills, both oral and written
- High degree of tact, patience, and an ability to get along with others
- Willingness to learn
- And an understanding that you know that there is much learn

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Really, really good at all of those listed above

ABOUT US ... & HOW TO APPLY:

20 A-M Productions, LLC is the parent company of 20 A-M COMMUNICATIONS [www.20A-M.com] and Share My Story [www.ShareMyStory.biz]. 20 A-M COMMUNICATIONS is a public relations agency specializing in media & public relations, social media, marketing, publication design, event and brand management, and crisis communications. Share My Story writes the stories of couples, individuals, businesses, seniors, veterans, and families – and then beautifully designs them so they can be proudly displayed in one’s home and/or office, to ensure that our life’s stories and legacies are told and preserved. 20 A-M Productions, LLC is a Central Florida-based company in Longwood & Altamonte Springs, Florida, that has clients throughout the state and nation. Email CEO Michael Laderman at Michael@20A-M.com or visit 20A-M.com and/or ShareMyStory.biz.

Job Description Updated: 11/14/2018