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# Example of Communications Advisor Job Description

Our company is searching for experienced candidates for the position of communications advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for communications advisor

* Maintain and enhance a variety of multi-media communication channels
* Assist in the execution of the Retail Learning Development & Design training strategy
* Understanding the business priorities of various departments and teams, driving cross-functional alignment on programs and assisting in communication, managing launch and adoption via training
* Driving impact via collaborative working relationships with the RBS teams to coordinate operational consistencies between communication and training
* Ability to extract information from Subject Matter Expert (SME) to assist in development of content for department initiative training programs
* Assist in managing and evolving the curriculum of RLA content in the LMS
* Deliver training programs across various integrated and blended learning solutions ( webinar/eLearning/in-person/video format)
* Ensure smooth administration of operations, logistics and communication associated with delivering exceptional training programs
* Assists in management and coordination of communications and training programs including execution guidelines for programs to ensure they are ‘store ready’
* Supports training and communication needs to increase member/owner and franchise engagement

## Qualifications for communications advisor

* University degree in Communications, Public Relations, Journalism, English or related discipline
* Minimum three to four years experience in communications, preferably in a corporate environment
* Excellent writing, editing and presentation skills, and familiarity with Canadian Press Style Guide and writing for the web
* Bachelor’s degree from a 4-year university or college
* Working closely with the HR team, building and promoting leadership capability, particularly in the areas of Situational Leadership and effective communication with Manufacturing Manager, Reliability Engineer and Front Line Leaders from the relevant Department, drive the implementation of key people processes
* Adopt a broad range of influencing strategies to create a compelling case