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# Example of Communications Analyst Job Description

Our innovative and growing company is looking for a communications analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for communications analyst

* Close partnership and support of organizational communications to ensure consistent executive representation
* Represent CPO comms within corporate executive communications function
* Ensure clear tracking and measurement processes for all executive communications programs and activities
* Content creation and management / execution of ad hoc requests as needed
* Responsible for the development of employee and stakeholder communications for Shared Services key messages
* Works closely with Performance Support Services Training and Change Management Analysts to develop communications around change management projects and training initiatives
* Liaises with Finance and Corporate Communications on messages related to Shared Services
* Support and assist with the development of content for presentation materials used for Shared Services monthly leadership and quarterly town hall meetings
* Provides support to Training and Change Management Performance Support Services Analysts as needed
* Create presentations and content with other tools and apps

## Qualifications for communications analyst

* Has a can-do attitude and a sense of urgency in this rapidly changing environment
* Ability to work collaboratively with the cross-functional team
* Thrive in a fast-paced, deadline-driven environment, with ability to work collaboratively and individually
* Bachelor's degree, Graduate in English/Literature/Communications/Journalism or related field required
* Minimum 3 years of work experience in the same role
* Experience in internal communications and digital media required