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# Example of Communications Assistant Director Job Description

Our growing company is hiring for a communications assistant director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for communications assistant director

* Discretion in handling sensitive information and maintaining absolute confidentiality
* Enthusiasm for interacting professionally and cordially with members of the press, the public and our BioFrontiers community of students, alumni, donors, faculty, staff, and industry partners
* Manage stakeholder expectations when answering and screening calls and emails - dealing with complaints, suppliers, internal stakeholders, including the appropriate delegation of issues to other members of the team
* Identify and work with external consultants
* Serve as product manager for the OpenStax flagship web property
* Track success of website using Google Analytics and work with website team to optimize the website to meet marketing and organizational goals
* Ensure the OpenStax brand is consistent across all OpenStax web properties
* Write copy for web applications
* Develop and execute drip email marketing campaigns, analyze past email send reports for iterative improvement using Pardot
* Design marketing and communications collateral

## Qualifications for communications assistant director

* Highly resilient, self-motivated and creative, with a passion for producing compelling communications
* Proven ability to work independently collaboratively, across teams and leadership, with exceptional professionalism
* Ability to obtain, analyze and evaluate information effectively in the face of ambiguity
* Ability to effectively interact with a highly diverse set of individuals and personalities
* Ability to be flexible and adapt to course changes, and to develop creative and innovative solutions
* Demonstrated experience with publications management, production processes and tools (such as InDesign, Visio and Photoshop)