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# Example of Communications Lead Job Description

Our growing company is looking to fill the role of communications lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for communications lead

* Coordinating field activities
* Involved in corporate public/community relations programs
* Provide information/support to senior/executive management on general business/national media press issues
* May provide support to senior managers or executives in the form of speech research and writing
* May occasionally act as Company spokes person to media representatives
* May also be responsible for trade shows and other events
* Work on complex problems of diverse scope requiring detailed analysis of unique factors
* Develop and implement programs to enhance company awareness and image/reputation through proactive media activities and Corporate Social Responsibility initiatives in strategic manner aligned with company reputation direction such as innovation, sustainability, values
* Use available information and resources to help key stakeholders better understand the company and product
* Experience and knowledge of the mining and resources industry is preferred

## Qualifications for communications lead

* 5+ years experience with communications/PR, minimum of two years of experience with executive and/or internal communications
* Experience with and interest in diversity communications a must
* Attention to detail, strong work ethic, and a sense of humor (a bonus!)
* 6+ years experience with communications/PR, minimum of two years of experience with internal communications, especially All Hands planning and execution
* College degree with 5+ years in an external communication's function (either agency or in-house) preferred, but will also consider applicants with equivalent level of knowledge and experience
* Experience working within the B2B technology industry