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# Example of Communications Program Manager Job Description

Our growing company is looking for a communications program manager. 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 program manager

* Executive Communications - Own executive communications and executive presentations by partnering with the Chief-Procurement Officer and Leadership Team to drive messaging
* Internal Communications - Create and execute on an internal communications plan that drives employee education and engagement
* Work directly with CoE leadership to track and forecast CoE Program strategic objectives and desired outcomes to delivery execution (estimates vs actuals)
* Establish, implement, manage, and continuously improve CoE coordination and communication plans, in support of enterprise and LoB contract management lifecycle functions
* Develop, manage and continuously improve CoE communication plan collateral in collaboration with CoE, LoB, affected enterprise initiatives, and other affected stakeholders
* Liaise and Coordinate with LoB’s, Sourcing, Project Management, and other affected stakeholders and initiatives to ensure the efficiency and effectiveness of CoE advisory support delivery, status reporting, and benefit realization documentation
* Provide guidance and support to CoE Program governance, benefits realization, training, and advisory support work streams
* Develop and execute highly innovative global internal communications strategies, messages and tactics to engage a dynamic employee base
* Collaborates with media relations/PR team on executive communications messaging in support of public speaking engagements and media opportunities
* Determines and uses the most effective communication media to convey corporate messaging and engage target audience

## Qualifications for communications program manager

* Strategic thinker with a c ustomer-focused attitude
* Detail oriented with g ood organizational and time management skills
* Ability to learn rapidly and adapt to a changing technical and commercial environment
* Ability to operate and manage deliverables in a network organization
* Provide support to management team for on-going communications improvements
* Ability to travel as per role requirements