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# Example of Communications Project Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of communications project manager. 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 project manager

* Performs project management duties for a portion of a large project and independently owns moderately sized projects
* Plans and writes the strategy for internal communication vehicles the communication materials for these vehicles
* Manage the content, workflow, approvals and publication of internal communication channels
* Develop internal media briefs to share with partners
* Provide agency direction on strategic media plans and buys, managing relationships at the Associate Media Director and Supervisor level
* Monitor post-buy stewardship and optimization
* Oversee trafficking linkage between creative and media, assisting in tagging/ tracking when required
* Provide media KPI/ measurement recommendations internally with agency support
* Work closely with business partner teams on targeted business initiatives in the digital space
* Manage advertising partnerships with larger partners such as Google, Facebook and Amazon

## Qualifications for communications project manager

* 5+ years experience in engineering management and supervision of a project in systems engineering or the design of or field service of naval command and control, communication systems
* Exceptional writing and presentation skills with above average Microsoft Word, Excel, and PowerPoint skills
* Experience with process creation and management and internal and external partner and vendor management
* 5+ years experience managing creative and content development processes across a variety of digital formats
* Ability to motivate and influence cross functional and developer stakeholders to deliver on their components of a project amidst competing priorities
* Proven ability to meet deadlines and drive results while juggling multiple projects