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# Example of Communications Specialist, Senior Job Description

Our growing company is searching for experienced candidates for the position of communications specialist, senior. 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 specialist, senior

* Handles multiple tasks and priorities
* Working with the Director of Communications in conjunction with division and HR leadership, deliver on established internal communications mechanisms to drive employee engagement
* Support the division president and other division leaders on drafting leadership messages, video blogs, video interviews and other leadership communication mechanisms
* Provide communications support and guidance for employee engagement initiatives
* Support change management initiatives under the direction of the Director of Change Management and HR leadership
* Draft articles that highlight division and team successes, products and technology
* In partnership with HR, write, review and edit organizational announcements and other communication as needed, ensuring appropriate corporate processes are followed
* Manage items related to the group internal communications strategy as needed
* Execute internal communications plan developed for the Tri-State Region
* Continually survey, evaluate, and recommend integrated technologies and solutions that support internal communications to foster engagement

## Qualifications for communications specialist, senior

* Understanding of media relations, social media for use with employee and community engagement
* 3+ years’ experience in related field required – public relations, marketing, advertising
* Bachelor’s degree in marketing, journalism, public relations or a related field with 7-10 years of experience in marketing & communications or master’s degree in marketing, journalism, public relations, or a related field with a minimum of 5 years’ experience in marketing and communications
* Bachelor’s Degree in business administration, marketing, communications or equivalent related education and/or experience required
* 3-5 years of relevant experience in communications and marketing (Field, Production, Traffic, and Project Management highly preferred)
* Ability to partner effectively with a variety of individuals on all organizational levels, serving as a marketing and communications consultant to internal and external partners