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# Example of Communications Specialist, Senior Job Description

Our growing company is hiring for a 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

* Generate, edit, publish and share social media content (original text, images, video or HTML) that builds meaningful connections and encourages engagement
* Measure and report social media analytics
* Monitor and adjust social media messaging based on analytics
* Stay current and forward thinking on new social media tools and platforms
* Ensure quality and brand standards are met for all content developed
* Develop and implement strategies for publicizing research activities and accomplishments to DOE, the scientific community, and the general public
* Help manage and produce the content of Molecular Foundry website, communications plan and brand identity
* Prepare and disseminate written communications through a variety of print and electronic outlets, including e-mail, press releases, news stories, the Molecular Foundry website, social media, newsletters, brochures, fact sheets, and other projects
* Assist with the tactical development of triennial and other DOE reviews including strategic message development, data solicitation and coordination, writing, editing and formatting of communications
* Help manage and oversee internal communications and reporting through monthly reports, staff meetings, and composition/dissemination of letters/requests from Molecular Foundry leadership

## Qualifications for communications specialist, senior

* Ability to operate effectively in a matrix environment and work with employees at all levels of the organization
* Ability to manage competing priorities in a fact paced environment
* Audio visual presentation skills
* Excellent writing skills, particularly for employee audiences in a corporate environment
* Strong graphic/aesthetic sensibilities
* Strong organizational skills/process orientation