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# Example of Communications Specialist Job Description

Our growing company is searching for experienced candidates for the position of communications specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for communications specialist

* Supports the creation and delivery of IT enterprise communication
* Support communications activities for a portfolio of EA franchises in North America including FIFA, NHL, UFC and Plants vs
* Draft written materials – plans, press releases, event briefs, messaging documents and more
* Manage projects and activities with agencies
* Own outreach and coverage with top enthusiast and consumer media outlets nationwide
* Support event activities at trade shows, press tours and events
* Manage media monitoring and coverage/results reporting
* Drafting Group News for media
* Monitoring Media coverage
* Own Internal Communications including management messages, e-bulletins

## Qualifications for communications specialist

* An understanding of the importance of clearly defined writing and approvals processes and accountabilities
* Proven ability to influence within a corporate environment
* Knowledge of procurement processes and/or procurement communications is preferred
* 3 years of experience in marketing, communication, or PR industry
* Bachelor’s Degree in Marketing, Journalism, Public Relations or Communications
* Direct Marketing or PR certifications