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# Example of Corporate Communications Manager Job Description

Our company is searching for experienced candidates for the position of corporate communications manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate communications manager

* Develop and drive Group Head social media presence both internally and externally
* Independently own the development of proactive media programs and initiatives to build broader awareness of LinkedIn’s engineering team and technical projects
* Work with LinkedIn’s PR agencies to identify new trends, publications and contacts for story development
* Create proactive/reactive content, including messaging, blog posts and Q&As for announcements, partnerships, events and profiles
* Build relationships and work with journalists on behalf of LinkedIn
* Writing and editing content for company’s intranet and website, working with various internal stakeholders
* Writing and editing content for company’s intranet, working with various internal stakeholders
* Developing PowerPoint presentations for company leaders
* Posting information and news to the corporate pages of the employee intranet
* Lead coordination and creation of communication regarding HRS initiatives (e.g., benefits, engagement, L&D, wellness)

## Qualifications for corporate communications manager

* Marketing and Sales Collaboration
* Bachelor’s degree in communications, public relations or journalism, M.A
* Bachelor’s degree and at least 10 years of relevant experience, including leadership of communications-related, cross-functional projects and teams
* Strong writing background and proven C-level writing skills
* Ability to juggle multiple projects through highly effective organizational skills and make sound decisions quickly and efficiently
* A high degree of energy and initiative and the ability to drive results across different functions and teams, including outside agencies and consultants