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# Example of Executive Communications Job Description

Our company is growing rapidly and is looking for an executive communications. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive communications

* Support external stakeholder engagement events, maximising opportunities for shared communications involving all project partners
* Identify and deliver media opportunities both internally (programmes) and externally (across the transport sector) with trade, regional, local and national media
* Support the development of corporate messages and to disseminate proactively across corporate external channels, including social media
* Produce content for social media activity (Twitter, Youtube, storify)
* Write speeches and presentational materials for the Executive Leadership team and other colleagues for key industry events and forums
* Ability to exercise judgement, identifying and managing risk and making clear, informed, appropriate, pragmatic and timely decisions within a busy and highly pressurised environment
* Experience in utilising social media and modern digital platforms to support communications activity and corporate profiling
* Proven ability to write high-quality content at a very short notice
* Flexibility to attend events and other off-site functions (estimated overnight travel will be a minimum of 5 nights per month)
* Support the development of a corporate internal communication strategy to deliver communications activities within the business, ensuring a targeted and segmented approach

## Qualifications for executive communications

* Thorough knowledge of media and communication
* Coordination of the AVEDA Style team, include securing artistic opportunities for individuals
* Manage the brand’s social media sites
* Project and/or Program Management certification PRINCE2, MSP, PMP
* Excellent visual storytelling skills – conveying complex concepts into accessible and compelling graphical images
* Proficiency in Google Mail & Apps