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# Example of Internal Communications Manager Job Description

Our company is searching for experienced candidates for the position of internal communications manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for internal communications manager

* Represents the Corporate Engagement (CORE) Team internationally
* Works daily with the Director, Internal Communications, to oversee the planning, development, execution and evaluation of global campaigns including worldwide premieres for our linear and digital content and corporate campaigns including information security, HR, and Discovery Alerts
* Assists Director with the planning and execution of corporate internal events including Town Halls, Innovation Awards, Creative Speaker Series, Competitive Edge events
* Identifies and develops opportunities to share corporate culture across all regions by working with local communications teams and engaging senior leadership
* Partners with Internal Communications Manager in US to publish articles on the One Discovery Portal, provide reporting metrics as needed, and send global emails to the workforce
* Supports the preparedness team by training in emergency response protocols, participating in planning meetings and simulations, and communicating with the workforce during emergency situations
* Executes events onsite and travels to offices as needed to provide support to local teams with logistics, webcast, catering and audio-visual needs
* Assists the Senior Director of Internal Communications (based in London) on key International-wide projects
* Manage change management and organizational communications initiatives
* Develop and manage editorial calendar and content

## Qualifications for internal communications manager

* Is comfortable working with executive leaders and familiar with time constraints and styles of communication to employees
* Lead the development & implementation of internal communications strategies and tools
* Excellent verbal and written communication skills, experienced with a variety of formats, including web content, video scripts, feature articles
* Highly creative writer experienced in crafting compelling messaging and narratives
* Communications Mastery
* Strategic Counsel