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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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internal communications manager

* Liaison with the WW JJV Communications Team and cross-functionally with Commercial, Research and Development, Human Resources, Supply Chain and Quality, to formulate a holistic story and internal communications plan with an emphasis on driving employee outcomes and performance
* Provide strategic internal communications counsel and support during times of opportunity
* Collaborate with Sector (both Consumer and Medical Device) and Corporate HQ (New Brunswick) colleagues as it relates to larger enterprise-wide communications opportunities
* Activate and coordinate Audible’s internal speaker series, which brings inspiring leaders and thinkers to the Audible stage, help support other internal employee events and campaigns
* Develop and drive proactive communications efforts and programming
* Strategic Business Communications –Develop and implement strategic business communications to internal stakeholders
* Project manage multi-faceted internal communications campaigns, including driving projects to reach all audiences, serving as liaison to all departments involved, and keeping projects deadline and achieving goals
* Serve as a primary writer and for major department driven publications and major company award applications
* Write and design content for employee emails and company intranet
* Draft scripts for internal communications video productions

## Qualifications for internal communications manager

* Excellent knowledge of employee communications and engagement
* Must be able to work collaboratively and implement plans through a matrix of local communication and change leads, champion networks
* 3-5 years’ experience in corporate/agency internal communications with a proven track record of managing major internal communication campaigns
* Superior writing and editing skills with an ability to simplify concepts and tailor messaging for specific audiences
* Strong design and graphics skills
* A high degree of professionalism and strong interpersonal skills including the ability to interact effectively across all levels of the organization