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# Example of Manager, Internal Communications Job Description

Our company is looking for a manager, internal communications. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, internal communications

* Directly contribute to content creation, including writing, editing, and overseeing production of communications
* Define global messaging and communication themes in line with the company strategy, brand promise and value proposition
* Work with executives in key functional roles including CEO, Head of Corporate Marketing, and HR to identify communications objectives, brainstorm creative solutions, develop communications plans, and lead or provide oversight of the programs or plans through multiple channels
* Develop an overall plan for targeted internal communications efforts using all available and appropriate channels including Global Town Halls, Leadership Meetings, Local Town Halls, intranet, apps, web/digital materials
* Provide communications advice and support to business leaders, other internal communication roles, consultants and EC support staff on a range of ad hoc issues and projects as required
* Design programs to ensure leaders stay connected with employees, taking a constant pulse on their attitudes, needs, priorities and communications preferences
* Design metrics to measure progress and results for communication strategies as required
* Undergraduate degree in marketing, communications or related field is preferred
* At least 7 years of demonstrated impact in internal or external roles involving executive communications with examples of non-traditional, innovative approaches
* A track record of working effectively with senior management (VP and C-Level) and forming peer-level relationships with other senior members of an organization

## Qualifications for manager, internal communications

* Proactive and creative approach to communicating strategy and engaging employees
* Proven ability to work under pressure in a detail-oriented, fast paced environment
* Demonstrated passion for thinking creatively and respectfully pushing boundaries and the status quo to bring new ideas to life
* Strong writing, proofreading and editing capability
* MUST have exceptional writing and editing skills
* Excellent project management, planning and collaboration skills, ability to work under pressure and to tight deadlines