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# Example of Manager, Internal Communications Job Description

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

## Responsibilities for manager, internal communications

* Provide support for messaging and communications at employee conferences and events
* Plan, develop, implement and evaluate internal communication programs
* Develop, plan and execute strategic associate communication vehicles
* Manage special communications projects as assigned, white papers, speechwriting
* Manage and refresh all internal communication channels
* Accountable for writing IR related communications
* Mentors and may supervise associates
* Manages major communications and marketing projects, special events, and functions system-wide with a specialized focus in physician and advanced practice clinican communications
* Completes other communications (including marketing communications), counseling and liaison roles
* May manage Corporate Communications Department staff, providing leadership, development and direction to others

## Qualifications for manager, internal communications

* Ability to work independently under tight time constraints to meet ongoing and overlapping deadlines
* Strong knowledge of Google Apps for Business
* Understanding of key digital concepts including navigation design, wire frames, and user experience
* Experience with analytics, preferably including Google Analytics
* Familiarity with Social Media an asset
* Excellent writing, editing and proofreading skills a must