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# Example of Specialist, Communications Job Description

Our growing company is looking to fill the role of specialist, communications. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist, communications

* Enhance existing and implement new communication technologies for the organization
* May help write and/or edit and manage communications such as vendor requests, press releases and articles, awards and other promotional opportunities
* Create and manage content on behalf of global teams
* Communicate service, technology and business updates
* May create event communications and materials
* Help write and update leadership bios as needed across all regions
* Planning and executing staff meetings, events, and engagements (lunch-learns, global leadership meetings, and other various initiatives)
* Work collaboratively with EA for both EVP, CCO & CMO, and SVP, Corporate Communications on broad team activities and operational areas
* Work collaboratively at the local level with communication and elevator colleagues functional subject matter experts to develop and deliver well-defined media relations, stakeholder programs that support business objectives and functional goals
* Secure high-profile coverage with key top tier national business, general interest, regional and trade media outlets including -- but not limited to -- Business Week, Fortune, Wall Street Journal, Time, Newsweek, CNN, CNBC, USA Today, The Today Show, Good Morning America, nightly news programs

## Qualifications for specialist, communications

* Strong team player with ability to engage and make connections across cross-functional teams
* College degree in Communications or at least three years of Communications work experience (the ideal candidate would have both, plus experience working on public policy issues)
* Basic knowledge of digital communications
* 2+ years of experience in the strategic communication field
* Experience with PRI provisioning, activation and testing
* Ability to conceive of multiple ways to display information, and knowledge of programs used to create such displays for web, social media, print, Photography skills a plus