



Example of Communications Assistant Director Job Description

Powered by www.VelvetJobs.com

Our company is looking for a communications assistant director. 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 communications assistant director

- Develop and execute social media strategies in support of marketing campaigns and overall organizational goals
- Serve as Rustandy Center liaison on the Booth Social Media Council
- Development and distribution of daily, weekly, quarterly media relations reports that highlight key metrics in support of publicity, including reach, message representation, faculty/staff involvement
- Coordinate high-level acknowledgments, stewardship, and annual fund solicitations, working in coordination with the sr
- Develop content for a new website for the Office of External Affairs, for any fundraising initiatives requiring websites
- Imagination and adaptability to envision a path to success and then revise it as needed
- Excellent communication skills, including research, writing, editing, and attention to detail
- Excellent program management, organization and time management skills
- Ability to manage multiple projects in a fast-paced, collaborative environment, and synthesize inputs from many directions with judgement and enthusiasm
- Ability to both lead team projects with your colleagues (i.e., not direct reports) and participate as a team member on other projects

- Demonstrated ability to develop, manage and execute communications strategies, plans and projects
- Demonstrated ability to effectively lead, manage and develop staff, including day-to-day supervision, delegating and overseeing work to ensure high quality results
- Outstanding writing, editing and proofreading skills for both print and web, with high attention to detail
- Extensive experience in positions that require writing and editing of news articles, messaging, briefing papers, web content, and other materials for diverse audiences, including at the executive level
- Experience in framing highly complex and/or technical information for non-technical audiences
- Experience in planning, scheduling and managing multiple, complex projects to meet tight due dates in a fast-paced environment and under pressure, with shifting deadlines and priorities