Example of Communications Lead Job Description

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

Responsibilities for communications lead

- Coordinating field activities
- Involved in corporate public/community relations programs
- Provide information/support to senior/executive management on general business/national media press issues
- May provide support to senior managers or executives in the form of speech research and writing
- May occasionally act as Company spokes person to media representatives
- May also be responsible for trade shows and other events
- Work on complex problems of diverse scope requiring detailed analysis of unique factors
- Develop and implement programs to enhance company awareness and image/reputation through proactive media activities and Corporate Social Responsibility initiatives in strategic manner aligned with company reputation direction such as innovation, sustainability, values
- Use available information and resources to help key stakeholders better understand the company and product
- Experience and knowledge of the mining and resources industry is preferred

Qualifications for communications lead

- 5+ years experience with communications/PR, minimum of two years of experience with executive and/or internal communications
- Experience with and interest in diversity communications a must
- Attention to detail, strong work ethic, and a sense of humor (a bonus!)

execution

- College degree with 5+ years in an external communication's function (either agency or in-house) preferred, but will also consider applicants with equivalent level of knowledge and experience
- Experience working within the B2B technology industry