



# Example of Communications Lead Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for communications lead

- Designs, develops, and tests of telecommunications software and hardware solutions
- Support the Communications Center at a Government approved location within the NCR
- Maintain infrastructure for communications connectivity from DHS Headquarters to the White House Communications Agency Communications Management System
- Maintain, store, and deploy secure mobile devices
- Operate the Automated Message Handling System (AMHS)
- Being accountable for governance and control, including work reception, planning, supporting the business with case production, progress and performance tracking and financial control
- Developing and implementing the terms of reference for the Programme Office
- Maintaining close relationships between other key programmes to make sure there are no overlaps in responsibilities
- Performing secretariat tasks including meeting minutes, producing papers for meetings and sending communications to stakeholders
- Establishing the reporting of baseline information for the Programme

## Qualifications for communications lead

- Serves as a mentor to peers and team members and assists in their training and development

- Team Lead who applies expert knowledge of the business and processes and serves as acting leadership when necessary
- Bachelor's degree or 4 years equivalent work experience in Communications, Journalism, Marketing experience may be substituted in lieu of a degree
- 8+ years corporate communications, program management, journalism/news media, or related work experience
- Strong communication skills, including leading large strategic communication programs with experience producing content for multiple channels