



# Example of Communications Senior Specialist Job Description

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Our growing company is searching for experienced candidates for the position of communications senior specialist. 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 senior specialist

- Schedules senior leadership meetings including Crew News, Town Halls and others, relying on heavy administrative support
- Executes on our talent development communications strategy, including performance conversations
- Provides support and content for other company channels as needed
- Drafts communications that go to frontline team members, including videos, blogs, industry-comparisons and senior leadership communications
- Drafts plans to communicate corporate initiatives to all workgroups, focusing on how decisions affect them
- Supports communications for the upcoming flight attendant operational integration
- Keeps an eye on both internal and external news and communications to ensure we're addressing issues and topics that our team members care about
- Coordinates various leader and team member meetings, including scheduling, prep materials and follow up communications
- Leads communications for the phased rollout of our new payroll system
- Collaborate with Subject Matter Experts to create and execute content

## Qualifications for communications senior specialist

- Experience in developing engaging executive presentations and supporting

- Working knowledge and understanding of graphic design
- Working knowledge and understanding of web development
- Working knowledge and understanding of videography
- BA or BS degree in journalism- or communications-related fields