



Example of Communications Specialist, Senior Job Description

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Our company is growing rapidly and is looking for a communications specialist, senior. 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 specialist, senior

- Reporting is key to our success
- Contribute to team meetings throughout the project life cycle to anticipate the final product and suggest avenues that will maximize the quality of the ultimate deliverable
- Contribute a reader's perspective and constructive criticism to analytical teams to optimize the quality of the written deliverable
- Seek to impart knowledge to those less experienced in areas of expertise
- Liaise with technical experts to disseminate key innovations, learnings, and research to wider audiences
- Work closely with project teams to support the communication of key project learnings, milestones, and impacts
- Lead the development of the division's marketing and communications content, including brochures, flyers, fact sheets, presentations, speeches, reports, and website content
- Support communications events, including conferences, workshops, webinars, panel presentations, receptions, social media events, press conferences, briefings
- Bachelor's Degree in communications, journalism, international relations, business administration or related field with 6 years of related experience or a Master's Degree and 3 years of experience
- Experience managing communications and social media profiles and activities

Qualifications for communications specialist, senior

- Proactively and reactively develop news media releases, newsletter articles and op-eds
- Develop and implement strategic media relations and public affairs plans and products to promote research and related initiatives in neuroscience, biomedical engineering, molecular and cellular biology, and other assigned beat areas
- Identify and proactively pitch stories to regional and national media, including research news and experts for breaking and trend stories
- Craft social media posts based on news in assigned beat areas and assist in maintaining social media channels
- Provide media relations services to researchers, including communication planning, interview preparation, message development and press conference planning
- Work with videographers and illustrators to produce multimedia materials illustrating discoveries