



Example of Communications Job Description

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Our innovative and growing company is looking to fill the role of communications. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for communications

- Executive Communications - Own executive communications for the AES VP, including emails and executive presentations by partnering with the Chief of Staff to drive messaging
 - Manages event planning and coordinates logistics for town halls and other large-group employee meetings
 - Designs graphics, illustrations and other visuals to represent complex content, facts, processes and procedures via video
 - Provides publishing support to the content manager for the AM Technology intranet page
 - Uses corporation's Targeted E-mail tool to distribute broad and/or targeted announcements and messages to AM employees
 - Serve as the organization's spokesperson, as needed
 - Monitor and provide accurate assessments of external developments and proactively provide strategic information to internal stakeholders about implications of or opportunities for the organization's communications
 - Build and maintain strong relationships with key program and country office staff and with colleagues in the communications, publications, and development departments to facilitate information sharing and collaboration
 - Provide leadership and support to communicators in the organization's country offices to ensure strategic and coordinated communications efforts across the organization
 - Develop and implement crisis communications plans, as needed
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- Three or more years of communications experience preferred
- Strong track record of managing complex projects across businesses, functions, and/or geographic locations
- Strong corporate communications and, preferably, journalism background with proven ability to implement and manage effective, communication initiatives and programs for employees and external audiences
- Must be hands-on and hard-working
- The successful candidate will be a high-energy, creative communicator with superior conceptual and editorial skills who is passionate about the value of effective communications in favorably affecting the company's culture internally and its reputation externally
- Demonstrated ability to explain and deliver best practices in change communications