



Example of Consultant, Communications Job Description

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Our innovative and growing company is searching for experienced candidates for the position of consultant, communications. 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 consultant, communications

- Communicating with internal partners, customers and vendors to facilitate the timely handling of mailings
- Managing the process book for the program, including template management, requirements for program execution
- Special projects as assigned, including leading new large pilots, implement new channel or system, migrations of programs between vendors, tools or team
- Take the lead in organizing media outreach at regional level
- Support to establishment of the Gender Action Lab (GenderLab) to identify the most effective actions leading to sustainable behavioral change, as an innovative tool to assess current advocate strategies, identify successful ones, and replicate them accordingly
- Responsible for all STEM communications activities and initiatives to include (but not limited to) strategic public messaging, website messaging, preparation of correspondence for the Director, DoD Laboratories, drafting news releases, social media updates, and event announcements and summaries, and serving as the primary point of contact for the DoD Public Affairs Office (PAO)
- Serve as team lead for all new partnership initiatives
- Supports global event planning and execution to include developing talking

- Partner with executive leaders and key stakeholders across the company to develop integrated communications plans, then execute and evaluate effectiveness
- Develop, track and maintain detailed communication project plans and timelines to ensure successful delivery of communication and change campaigns

Qualifications for consultant, communications

- Excellent written and verbal communications skills, including superb attention to detail
- Post-graduate degree in Natural Resource Management, Environment, Communications or related area
- Minimum of five (05) years' experience in progressively responsible and substantive areas in environmental and natural resource governance programming and planning
- In depth understanding of Natural Resource Management, Clean Energy and Climate Change Adaptation/Disaster Risk Reduction concepts
- Writing experience within the insurance and/or financial services industry strongly preferred
- Minimum 8 years' experience creating, developing and executing highly creative copy and engaging content that drives and differentiates the business