



Example of Consultant, Communications Job Description

Powered by www.VelvetJobs.com

Our company is looking for a consultant, 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 consultant, communications

- Provides complex communications counsel to business/function leadership
- Incorporates knowledge of business/function, audience, external dynamics and issues
- Directs the implementation of key elements of the communications plan, managing resources such as external agencies and budgets
- May provide functional guidance to less senior communications personnel
- Manage communications needs for global IT function, focused on internal communications/employee engagement and change management
- Write/design talking points, presentations, success stories, training materials, for multiple audiences
- Organize a consultation workshop with relevant media organizations and journalists on the 2017 May disasters and the on-going Rapid Impact and Needs Assessment
- Develop the content for the Climate Resilient Integrated Water Management Project website and work with a web developer to develop and upload the website
- Collaborate with Project Management team, internal strategy and other departments (Product, Compliance,) to promote company initiatives and ensure an integrated communications approach
- Ability to work multiple projects with tight deadlines in a fast-paced, changing environment

- Able to navigate and thrive in a highly matrixed organization
- Proficiency in business communication tools
- Individual typically has at least 8-10 yrs
- At least three years of relevant work experience, as an HR Business Partner or Talent Manager, and a significant, strong communications and/or marketing background (minimum of two years managing complex projects)
- A high level of comfort with gathering, processing and communication of data, including with people metrics
- 5+ years of communications or related experience