



Example of Corporate Communications Job Description

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Our innovative and growing company is hiring for a corporate 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 corporate communications

- Work with schools and public relations agencies to surface stories that showcase school, teacher and student excellence
- Leverage earned media through multiple channels, including social media
- Work with executive management committee to set the strategy and then through Corporate Communications, implement integrated communications plans to promote and enhance AP's brand globally
- Lead communications professionals responsible for developing and implementing internal and external communications strategies and related deliverables including strategic plans, annual report, executive communications and internal/external communications campaigns
- Oversee, monitor and manage AP brand messaging and use of visual identity system
- Create, deliver and drive corporate strategy message development for large-scale initiatives, announcements and releases through all company outlets and communications tools
- Supervise proactive and strategic media engagement, including crisis management
- Providing strategic communications counsel support to the bank's senior leaders accountable for BMO's Technology and Operations function
- Supporting the development of enhanced, proactive and sustainable leadership-driven communications within BMO's Technology and Operations function

Qualifications for corporate communications

- At least two writing samples
- Develop briefing documents in support of executive events
- Minimum 2 years' experience in a corporate or consulting communications environment, with demonstrated experience in assisting with communications that drive business results
- A keen news sense, coupled with meticulous attention to detail
- Minimum two to three years professional experience in B2B space developing and implementing impactful media relations campaigns
- Strong working knowledge of top-tier B2B conferences and speaking engagements