



Example of Digital Communications Specialist Job Description

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Our company is looking to fill the role of digital communications specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for digital communications specialist

- Proactively look for the innovative ways to ensure a high level of user engagement, and subsequently implement the suggested improvements
- Produce high quality digital content, with a strong emphasis on video format, for teams across HR
- Writing clean, crisp, professional communications for a diverse, global audience
- Collaborating with various teams and business stakeholders to create program announcements, covering initiation, progress, and delivery success
- Creating, editing, and updating web content on the company's intranet, using Microsoft SharePoint
- Planning and executing digital health events, including IT Spotlights, workshops, WebEx presentations, lunch and learns, and stakeholder meetings
- Leading the communications digital health projects
- Researching, interviewing, writing, and editing news stories that demonstrate the organization's value
- Assisting with script creation and production of informal videos
- Managing internal social media content

Qualifications for digital communications specialist

- Ability to follow instructions and complete tasks in a timely fashion
- Self-starter, with strong sense of ownership, assertive follow-through and results orientated
- Customer service" attitude to build and maintain cross-functional relationships and work collaboratively in a team environment
- Experience with email push platforms preferred
- Ability to work some evenings and weekends and some overnights