



# Example of Director, Internal Communications Job Description

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Our company is looking for a director, internal communications. 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 director, internal communications

- Delivers exceptional, innovative work on tight deadlines
- Create engaging employee-focused marketing campaigns to support various HR, community engagement, volunteering and health and wellness initiatives, and translate campaign materials and results into relevant and compelling content for external consumption
- Support a series of in-house events and programs to enhance the employee brand experience
- Work alongside the creative team to develop concepts for internal and external communications campaigns, overseeing the seamless flow of internally published content to our external social media platforms
- Lead a small editorial team in story development, overseeing idea pitches and writing/editing content for publishing
- Synthesizes complex information to form strategic communications plans
- Integrates and develops communications and branding processes that meet business needs across the organization
- Defines implements and reports on outcomes focused measurement of communications
- Establish a business partner model for the internal comms function
- Work with HR and the brand team to support the development of an employer brand to act as a red thread for internal communications and external recruitment

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- Have 5+ years communications experience, preferably in a media company and a proven track record executing successful internal communications plans, strong background in developing relevant materials
  - Demonstrate pride in what you do great leadership, strategic planning and decision-making skills while taking an entrepreneurial approach
  - Build strong working relationships with teams and managers across the business and provide them with internal communications advice and support in order to increase the effectiveness of internal communications for the whole organisation
  - Support other internal channel owners by providing support for their channels as needed
  - Act as trusted advisor to internal stakeholders on communications best practice
  - Develop ways to upskill our leaders with training, tool kits and events to support their role as communicators