



Example of Director, Internal Communications Job Description

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

- Develop a newly established internal comms function providing counsel and training where required
- Ensure a high standard of content delivered through multiple channels with a special focus on the continued adoption of enterprise social network, Hive
- Take a lead role in issues management scenarios
- Work with HR to upskill Senior Management Team (of 140+) as communicators and provide them with the tools and training to be successful
- Create a suite of corporate materials
- Understands different functions across the organization
- Develop and expand internal vehicles for executive visibility, including employee forums, written, digital and video communiques, employee chats
- Cultivate and maintain strong media relationships with key national and local media
- Develop and oversee a comprehensive consumer media strategy
- Serve as a key advisor and consultant for senior leadership on corporate communications and public relations strategy

Qualifications for director, internal communications

- Strong track record of delivering impactful internal communications, including message development, communications planning and tailoring/targeting

- Excellent writing, editing and proofreading skills, with strong attention to detail
- Effective communications planning skills and the ability to work to prioritize and move forward multiple deliverables at the same time
- Ability to work with and bring together different groups, teams, and projects
- A results-oriented, collaborative style