



Example of Employee Communications Job Description

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Our innovative and growing company is hiring for an employee communications. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for employee communications

- Leverages storytelling through videos, social media and more to reach employees in their own language
- Provide logistics and content support on employee communications for the CEO, working closely with the community manager
- Creating a comprehensive strategy and tactics to drive employee engagement across the company's Asset Management business
- Create and execute comprehensive communications plans to increase employee awareness, understanding and support of the company's Asset Management business strategies and objectives among employees in that business area
- Apply a consultative approach by coaching and advising Asset Management leaders on a regular and consistent communication methodology and cadence that enhances employee engagement
- Counsel and advise senior leaders and other internal clients on effective use of various channels, including intranet, Town Hall meetings, video, email, and face-to-face sessions based on message and audience needs
- Write and disseminate audience-specific communications, such as intranet articles, email updates, leader talking points, FAQs, and all-hands town hall content
- Coordinate town hall meetings hosted by senior executives, including overseeing the scheduling, meeting format, AV logistics, content, post-meeting surveys

- and proof points to all employees enterprise-wide using corporate channels
- Strategize and write announcements relating to organizational changes or other significant news that affects the Asset Management organization, and potentially the entire enterprise

Qualifications for employee communications

- Minimum 4 years professional communications or marketing experience or equivalent preferred
- Previous experience writing about a variety of topics and for diverse audiences preferred
- Strong creative problem-solving skills required
- Must have knowledge of PC-based systems, including Outlook
- Experience using WordPress or another a content management tool strongly preferred
- Experience with Photoshop, Illustrator or InDesign preferred