



Example of Employee Communications Job Description

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Our innovative and growing company is hiring for an employee communications. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for employee communications

- Provide expert, high-level direction for targeted communication to internal employees
- Enhance initiatives such as branding requirements including the design of key messages and related marketing materials and other employee related programs
- In partnership with Corporate Teams (Talent Acquisition, Social In, Diversity and Inclusion, etc) and location support, help to build outreach programs for Social In, Employee Recruiting, University Relationships and other related professional organizations across the locations of OSTA
- Plan, orchestrate and manage events, activities and programs with Corporate and local teams
- Engage employees company-wide in Nuveen's vision, brand, business strategy, key accomplishments, priorities, client wins
- Equip employees with the knowledge and messaging they need to understand the Nuveen brand attributes and how to demonstrate them
- Counsel and advise internal clients and project leaders on effective use of multiple channels, including intranet, town hall meetings, video podcasts, email and face-to-face sessions based on message and audience needs
- Provide strategy for communication announcements relating to the organizational changes or other significant news that affects the internal client organization and potentially the entire enterprise
- The person in charge of this position shall participate in site planning and

upcoming client initiated projects providing feedback from end-users to the center leadership team (CLT)

- Manage annual benefit/insurance renewals and open enrollment activities, working closely with brokers to secure most competitive rates for the University and its employees

Qualifications for employee communications

- Familiarity with software development methodologies is a plus
- Comfortable and able to multi-task
- Experience in a technology-driven organization and/or focused on communicating to an employee population of technologists and engineers
- Bachelors degree in Journalism, Communications, Public Relations, English or a related communications discipline
- Minimum 7 years of corporate internal communications, employee engagement experience within a company or a communications/PR agency
- A minimum of five to seven years of global communications experience with a successful track record in creating and delivering effective employee engagement programs and communications for a variety of initiatives