



# Example of Internal Communication Job Description

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Our innovative and growing company is looking to fill the role of internal communication. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internal communication

- Arrange Sales Directors Calls
- Support the planning and scheduling of monthly team meetings yearly off site meetings (collating slides, agenda setting, speaker confirmations and taking minutes)
- Support in the creation of presentations
- Assist with travel arrangements and in the processing of travel expenses
- Gain experience in the management of an agenda
- Lead Heart of the House program, serving as primary point-of-contact for questions
- Serve as back-up for communication vehicles, and related projects
- With oversight from the Manager, Internal Communications and in partnership with the Media Relations team, deliver crisis/issues communication plans to targeted internal stakeholders and audiences
- Partners with the Media Relations team to deliver crisis/issues communication plans to targeted internal stakeholders and audiences
- Provide special writing or presentation support, related to content creation/curation when requested, for senior executives and/or special company events, internal town halls

## Qualifications for internal communication

- Establish a robust planning and scheduling approach
- Lead communication managers to deliver communications, including scripts,

- Work closely with other members of the Internal Communication Leadership Team to develop a co-ordinated approach across the firm and tailor One Firm messages for the Lines of Service
- Collaborate with colleagues across Corporate Communications to identify opportunities for integrated communication
- Manage regular measurement, temperature testing and feedback approaches, analyse results and provide insights and recommendations
- Deputise for the Head of Internal Communication when required