



# Example of Internal Communication Job Description

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Our company is growing rapidly and is hiring for an internal communication. 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 internal communication

- Creating business change management plans to maximise user adoption and minimise resistance for IT initiatives
- Coaching project managers and teams to embed and conduct business change management activities within the project lifecycle
- Performing change activities during project implementation and ensuring the change is sustained in later phases
- Sharing experience of specific projects and specific services lines in order to enhance team knowledge and performance as a whole
- Developing relationships with delivery-related teams and work proactively with the business
- Prosci change management qualification or equivalent
- Experience in a dedicated change and communications role, business change management principles, methodologies and tools
- An understanding of professional services business processes
- The ability to influence others to gain their support for change
- The ability to engage and manage technical and non-technical stakeholders, and explain complex technical concepts in non-technical language

## Qualifications for internal communication

- Assist with the development and implementation of the company's global internal communications strategy

- Lead and assist with communication efforts to drive employee engagement in the Arrow brand
- Manage and produce content for major communication channels such as email, intranet, video, townhalls, live streaming events and enterprise social media
- Manage projects and day-to-day deliverables to ensure they are communicated with the right message to the right audience at the right time
- Define and track qualitative and quantitative measures that illustrate the results of our communication efforts