Our company is growing rapidly and is hiring for an internal communications. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for internal communications

- Manage and execute high impact employee events
- Refine core messaging to ensure organizational consistency, alignment and compliance in all aspects of communication including development, organizing and dissemination of internal and external messages
- Support the communication and promotion of the annual engagement survey, cascading the results and ensuring actions are taken
- Assists in the development and execution of internal communications plans for the Internal Communications team, which support our internal brand, company objectives and engage associates
- Regularly consult with internal client on projects ranging from day-to-day communication needs, major launches to sustaining long-term initiatives
- Collaborate with Internal Communications team to build creative and comprehensive communication solutions and launch communication plans based on the communication calendar
- Monitor, measure and report on the effectiveness of internal communication vehicles
- Work with external partners to support internal communication and brand needs
- Responsible for keeping the editorial calendar fully up-to-date
- Manage internal communications (newsletters, memos)

Qualifications for internal communications

- Must possess exceptional writing skills, attention to detail, ability to adapt style for different channels, ability to proof and edit, effective verbal communication skills, and overall confident and competent presence
- Previous experience in a large, matrixed corporate environment with a diverse set of internal and external stakeholders
- Strong communications skills, with seasoned editorial judgment
- Excellent project and change management skills and follow-up