



Example of Manager, Communications Job Description

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Our company is growing rapidly and is looking to fill the role of manager, communications. 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 manager, communications

- Set marketing objectives and key performance indicators for marketing initiatives
- Play a central role in mitigating and containing damaging issues by supporting Head of Communications and team in creating communications strategy documents, employee and media briefing materials and Q&As
- Develop professional communications materials/collateral, notably communication plans, corporate messaging, Q&A's, pitch letters, executive speeches/presentations, client communications (when appropriate), press releases
- Work closely with HR to proactively identify and submit the firm for awards especially relating to diversity, employer of choice
- Write articles and newsletters, produce graphics and fact sheets
- Attend workshops, events, lectures, relating to the communications field
- Support communications objectives working directly with the communications director
- Initiate and propose innovative communications strategies that positively impact the growth objectives of the Toronto studio while building a strong studio culture
- Lead new communications process implementation and management
- Work directly with studio management team to establish strong flow of internal communications across the studio

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- Proven ability as a strategic thinker and problem-solver
 - 2 years of branding/marketing communications experience
 - Bachelor's Degree in Communications, Journalism or English, Public Relations or Marketing or military experience
 - At least 4 years of experience in consultation on internal communications needs for complex organizations/multi-faceted campaign development
 - At least 4 years of experience in employee communications
 - At least 4 years of experience translating business goals/results into meaningful messages for executives, managers, and associates