

# Communication Specialist

**Location:** Bay Area

**Duration:** Full Time Hire

## **Description:**

We're looking for a highly motivated individual with extraordinary skills in employee communications, including strategic planning and execution, writing/editing, interpersonal and team communications, and creative and innovative thinking.

As a member of our team, you will develop and execute comprehensive, strategic communication plans for internal and external client communications. You will have experience working with executives and have a broad employee communications background, including the ability to ensure employees understand the organization's strategic priorities and their role in achieving them. You will be responsible for using communication channels that include but not limited to e-newsletters, intranet, email, presentations, special events, social tools and more.

To be successful, you are a team player, flexible, innovative, and create from nothing.

## **Duties/Responsibilities:**

- Coordinate external and internal communications flow (communication schedules, email and print templates, newsletters, etc.)
- Demonstrate the ability to create strategic communication plans and excellent hands-on implementation skills
- Develop and maintain a thorough understanding of business priorities, key business drivers, partners, and new and ongoing initiatives within the company
- Demonstrate strong interpersonal skills in partnering closely with executive team, senior managers, and project teams to stay current on challenges and opportunities affecting the company and employees
- Develop communication strategies that align with and reinforce company culture
- Build long-term relationships with influencers and key stakeholders
- Collaborate with marketing team to plan and create effective and engaging content across multiple media channels
- Design sketches of mass media announcement

## **Knowledge, Skills and Abilities:**

- Extraordinary writing and editing skills
- Master level knowledge of Microsoft Office programs
- High-level design capability within industry-leading design programs
- Ability to develop cross-functional relationships and build credibility
- Clear, logical thinking; ability to distill and simplify detailed information for broad employee audience
- Critical thinking and planning
- Well-organized, efficient, and highly productive; excellent project management skills
- Ability to meet tight deadlines
- Strong listening, collaboration and partnership skills
- Passion for clarity, accuracy, timeliness, efficiency and innovation, including a willingness to try new communication methodologies, tools and vehicles
- Strong work ethic and good judgment

## **Education & Experience Required:**

- Bachelor's degree in English, Communication, Marketing, Journalism or related field or equivalent experience
- Track record of successful, high-impact, large-scale employee communication campaigns