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| **Job Information** |
| System Job Title | Communications Manager | Function | Communications |
| Working Job Title | Communications Manager | Sub-Function | Internal |
| Job Code |  | Team | Internal |
| Location Job is Performed | Global | Reports To | Director, Internal Communications |

Date of Creation/Most Recent Update September 5, 2024

**Role Purpose**

As the Communications Manager, you will focus on developing and executing strategic internal communication plans to enhance employee engagement, align with company values, and support business objectives. Additionally, this role will involve contributing to external communications efforts as needed. The Communications Manager will collaborate across various departments to ensure cohesive and effective messaging throughout the organization..

**Essential Duties and Responsibilities**

* Develop Internal Communication Plans: Create and implement strategies that support business objectives and enhance employee engagement.
* Manage Internal Channels: Oversee internal communication platforms such as intranets, newsletters, emails, and internal social media, ensuring timely and effective dissemination of information.
* Employee Engagement: Design and execute initiatives to foster a positive company culture and drive employee engagement.
* Content Creation: Collaborate with creative teams to produce engaging content, including videos, webinars, vlogs, and other multimedia formats.
* Support Leadership Communications: Assist in drafting and distributing organizational announcements, executive messages, and internal presentations.
* Event Planning: Plan and execute internal events, such as town halls and employee engagement activities, to promote a cohesive organizational culture.
* Metrics and Reporting: Establish, track, and report on KPIs to measure communication effectiveness, using insights for continuous improvement.
* Collaboration: Partner with HR, Supply Chain, Finance, IT, and other teams to ensure aligned and effective communication strategies.
* Reputation Management: Support external communications by drafting press releases, managing social media content, and handling media relations as required.
* Crisis Communication: Assist in managing internal communication during crises to ensure consistent and clear messaging.
* Perform other duties as assigned.

**Education and/or Experience**

* Required:
	+ Bachelor’s Degree in Public Relations, Communications, Journalism, or a related field.
	+ Minimum of 5 years in a communications role, with a strong background in internal communications preferred.
* Preferred:
	+ Experience in the food, consumer packaged goods (CPG), or health and wellness industries

**Competencies and Proficiency Requirements**

* Ability to develop and execute comprehensive communication strategies that drive engagement and align with business goals.
* Strong organizational skills with the ability to manage multiple priorities and meet tight deadlines.
* Expertise in creating engaging multimedia content for internal communication channels.
* Effective collaboration skills with cross-functional teams to achieve communication objectives.
* Proficient in setting, tracking, and reporting on KPIs to assess communication effectiveness.
* High level of accuracy and attention to detail, particularly in managing sensitive and confidential information.
* Proactive, can-do attitude with a focus on providing responsive client service.
* Adaptable and able to handle changing priorities in a fast-paced environment..

**Scope**

*Financial/Budgetary Responsibility***:** None

*Team Size:* None

**Conditions of Role:**

* *Travel Requirements:*Minimal travel may be required for internal events or meetings.
* *Physical Conditions:* Primarily remote work flexibility with office-based potential.
* *Work Environment:* Collaborative, fast-paced, and dynamic environment with a focus on cross-functional teamwork.