**Internal Communications Manager**

First Service Networks

**Job description**

**Position Summary**

The Internal Communications Manager is responsible for developing and executing effective internal communications strategies and tactics to enhance the flow of information across the organization and to align and engage employees around the company’s purpose, values, behaviors, goals and objectives. The position also supports strategic initiatives and provides communications support and counsel within the organization.

**Essential Duties and Responsibilities**include the following. Other duties may be assigned.

1.Support key company initiatives by working with business leaders and stakeholders to develop strategic internal communications plans, strategies and tactics.

2.Work with constituents across the organization to ensure consistent and effective messaging and outreach efforts.

3.Draft  key messages, talking points, internal announcements, digital content, scripts, presentations and other communications to support the team and the company.

4.Manage special events and meetings for internal audiences.

5.Support the SVP, CHRO with executive communications and presentations

6. Monitor and measure internal communications tools and reports metrics to determine their effectiveness

7.Work   closely with the Executive team to align internal communications with external messages

8.Other duties as assigned

**Desired Skills and Experience**

**Qualifications and Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Minimum 4 years of work-related experience in Corporate Communications, Public Relations or Marketing Communications required
* Excellent written and verbal communication skills
* Experience preferred in building and managing employee communications channels and knowledge of the latest      communications technologies and tools, including: web-based employee portals, webcasts, video, and social media
* A solid understanding of vision and strategy, creativity, attention to detail, and the ability to handle multiple projects with shifting priorities and tight deadlines
* Ability to model the desired culture
* Able to build strong relationships and bridges across the organization
* Possess a style that is engaging and open, be capable of delivering results and working well under pressure
* Possess good people skills and be self-motivated, proactive and able to deliver excellence and innovation

**Other Skills and Abilities**

* Ability to protect all forms of highly confidential and proprietary business information and ability to maintain the highest      standards of privacy and security
* Ability to follow and abide by all information and security policies and practices.
* Functional/Technical Skills
* Learning on the Fly
* Time Management
* Peer Relationships
* Standing Alone
* Drive for Results
* Customer Focus
* Integrity and Trust

**Education, Certificates, Licenses, Registrations**

**Education Requirement**

* Bachelor’s degree preferably in Communications, Public Relations or Journalism

**Certificate and/or License**

* N/A