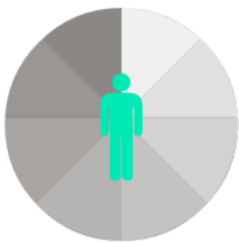


COMMUNICATIONS MANAGER



- conveys organization's messages externally and internally
- generates materials and oversees overall communication strategy



Duties

- Head organization's media and communication strategy and ongoing campaigns.
- Generate content that will appear within multiple modes including print, video, audio, social media, and blogs.
- Create and maintain relationships with clients, reporters and employees to establish a meaningful communications network.

Working Conditions

- According to Education Portal, Communications Managers work for private companies, public sector organizations, government departments, and non-profit organizations.
- Many communications positions are fast-paced and deadline driven and usually are 40 hours a week at the office and several hours a week of at-home work.

Necessary Traits

- Have outstanding written and verbal communications skills.
- Able to use a variety of computer and web technologies; have basic web authoring skills.
- Desire interaction with clients, colleagues and publics, but willing to work independently and show a passion for the organizations' work.

Statistics

- Communications Managers make about \$65,000 a year during the first few years in the position. An experienced professional could make up to \$115,000 according to Career Cruising.
- Almost all Communications Specialists have Bachelor's Degrees in Communications, Public Relations or a related field.



Commute to regular office setting



Meet with team members to come up with new campaign ideas

Drop by organization-sponsored event and take photos for various outlets



Write and edit external and internal media for organization



Create and set-up social media and blog posts

