

Internal Communications Specialist

Job Description: TUMO Center for Creative Technologies is looking for an experienced and enthusiastic Internal Communications Specialist to work with Communications and HR to develop a comprehensive internal communication strategy.

Duties and Responsibilities

- Develop a comprehensive internal communication strategy, tools and channels
- Ensure internal communication channels are user-friendly, regularly updated and accessed by staff
- Create and deliver content about important updates, news, and events so that staff is always informed and feels connected to the organization
- Create internal surveys upon request and prepare an analysis of the results accordingly
- Adjust internal communication plan when needed and act within a necessary timeline
- Initiate and/or get involved in the planning and organization of staff events, initiatives, meetings, etc.
- Work closely with Communications, HR, Events, Learning Labs and other teams
- Support ideas with research and experience
- Other tasks can be assigned

Education and Experience

- University Degree related to public relations, communications or relevant field
- Work experience in the specified field is a plus
- Excellent knowledge of English is a must
- Excellent writing, editing and proofreading skills, as well as the journalistic ability to source stories from employees
- Excellent creative ability to devise internal communication strategy
- Good interpersonal and relationship-building skills to work closely with all departments
- Familiarity with information technology, especially digital and video means of communication

Deadline: December 23, 2018

E-mail your CV to jobs@tumo.org.