



Senior Change & Internal Communications Specialist

Company: MossWarner

Location: Trumbull, Connecticut 06611

Status: Immediate Contract or Full Time, Employee

Industry: Advertising/ Marketing/Public Relations

Relevant Work Experience: 7- 10 years of relevant internal, change management and marketing communications experience

Education Level: Bachelor's degree in related discipline (Journalism, Communication, Organizational Development, English, Business, Marketing)

MossWarner is a well-respected and rapidly growing communications agency, recognized for creative solutions and a culture founded on quality, teamwork and results. Working out of two offices in the U.S., MossWarner clients include global leaders in consumer goods and technology.

The Southern Connecticut office of MossWarner has an immediate opening for a Specialist with a deep background in internal communications and change management to join our growth-oriented internal communications team.

Responsibilities

Responsibilities include developing and executing internal communications campaigns that embrace all areas of executive and employee communications. The Senior Change & Internal Communications Specialist will support clients facing a variety of internal organizational needs including: enterprise wide change initiatives, employee engagement, values-based communications initiatives, internal branding, product and sales support, and senior level executive messaging. The successful candidate will:

- Understand our client's objectives and develop effective messaging platforms, communication campaigns, strategies and tactics.
- Collaborate with Client personnel and others on our team to develop the creative direction and campaign deliverables.
- Develop creative tactics which use a variety of communication channels, including: digital (e-mail, social media, blogs and intranet), print publications and brochures, executive presentations/scripts/talking points,



WEST COAST
33332 Valle Road, San Juan Capistrano, CA 92675
mosswarner.com | 949.429.2266 p | 949.429.6644 f

EAST COAST
55 Corporate Drive, Trumbull, CT 06611
mosswarner.com | 203.268.2960 p | 203.268.6619 f



- meetings and special events, video campaigns, and Town Hall/FAQ programs
- Partner with clients and our internal team to deliver projects on time, on scope, and on budget

Qualifications

- A minimum of 7 years of experience in employee and/or internal communications in an agency or corporate setting.
- Proven ability to collaborate with others to deliver high quality deliverables quickly and within tight timetables.
- Excellent writing skills that reflect: 1) an ability to clarify and simplify complicated issues and technical subject matter; 2) versatility in treatment depending on the author and/or audience; 3) the effective use of different media and channels of communication (digital, print, video, live event)
- Experience preparing executive presentations and executive coaching, crafting change or culture communication campaigns, and managing annual employee communication plans.
- Experience in marketing communications (branding, advertising, social) and other aspects of corporate communication (crisis management, media relations, corporate branding, and executive positioning) is preferred.
- An understanding of change management concepts, program evaluation methods and alternative communication solutions
- Ability to demonstrate a results-oriented focus and commitment to “going the extra mile” for our clients.
- Energetic, diplomatic, resourceful, self-starter– ability to get things moving and keep them on track.
- High attention to detail, with the ability to manage multiple activities and maintain composure and production quality under pressure.