

# BOILEAU

COMMUNICATIONS  
MANAGEMENT LLC

## JOB DESCRIPTION - COMMUNICATIONS SPECIALIST

NAME	-	SENIORITY:	ENTRY   <b>MID-LEVEL</b>   MANAGEMENT
POSITION	Communications Specialist	HOURS	Fulltime, Salary, 40+ hr/wk
SUPERVISOR	Principal (Vince)	COMP RANGE	Commensurate to experience

## SUMMARY

The communications specialist works directly with clients to conduct discovery, develop brand messaging and strategy, and implement marketing tools. A passion for client service, strategic thinking and sensitivity to complex stakeholder communications are critical to success. The communications specialist collaborates as part of a team, sometimes contributing to the projects of others and sometimes directing creative resources to meet project needs.

## KEY RESPONSIBILITIES

- Thinking strategically on behalf of clients and leading projects to successful outcomes
- Managing projects in a way that ensures on-time delivery, quality and cost control
- Develop or lead creation of marketing tools including brand copywriting, collateral design, websites and video production
- Contribute actively and creatively as part of team
- Assist in new business development through networking, meetings and drafting proposals

## CORE COMPETENCIES

- Communications strategy and brand development
- Client service
- Project and time management
- Strong copywriting
- Art direction and design
- Website front end development

### Technical

- Wordpress CMS
- Basic HTML
- G Suite
- Adobe CC, especially PS & AI

### Experience

- 4-5 Years Agency & Corporate
- Bachelor's in Rel. Field Required

## CORE VALUES

**Unabridged Integrity** - I follow through 100% and do the right thing 100%.

**Insatiable Curiosity** - I'm always hungry for knowledge and Improvement.

**Inherent Creativity** - I can't help but to create, rethink and bring new ideas.

**Fun** - I could work anywhere. I choose to work here because we get to have fun.

**Can-Do Attitude** - Whatever it is you're about to say... I'm up for it.

**Invested** - Chips are down. I'm all in.