

## Internal Executive Communications Manager

### About Simplicity:

From strategy to execution, [Simplicity Consulting](#) is the preferred marketing and business consultancy for the new world of work. We help companies accelerate growth, add a fresh perspective, and increase capacity—at the speed of business—with access to our curated community of project and program management, business operations, and communications experts.

Simplicity is a five-time Inc. 5000 honoree as one of the fastest-growing private companies in America and has been recognized as one of Washington's largest women-owned companies by Puget Sound Business Journal. Female-founded and -run, we're committed to helping everyone thrive in today's workplace.

### Role Overview:

The role of this strategic communications expert is to engage employees across multiple functions and diverse locations. You are a great fit if you've done it all – PR, journalism, speechwriting, newsletters, email campaigns, announcements, and presentations! Collaboration is a strong suit of yours, and you have a proven history of crafting effective communications with company leaders. In your role as a trusted advisor to executives, you help them communicate business plans, initiatives, changes, and important company-wide announcements effectively.

You're an entrepreneurial, self-starter with superb time-management skills. Energized by fast-paced teams, you develop innovative internal communication tactics that provide direct benefits to business growth and success.

### Responsibilities:

- Translate internal communication material, including newsletters, into comprehensible, easy-to-digest language for targeted audiences
- Develop, write and edit communications for executives, including organizational narratives, speeches, emails, articles, talking points, and slide presentations, using Google products
- Work collaboratively in a team environment, garner feedback effectively, and partner with cross-functional leaders



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- Demonstrated understanding of communications channels, production, and distribution, and working knowledge of social media
- Develop action plans while implementing the company's policies and regulations.
- Manage the end-to-end process of internal events, including content and logistics
- Manage end-to end internal communication plans, tactics, and outcomes

**Qualifications:**

- Ability to communicate seamlessly across multiple platforms and showcase relevant industry knowledge with accuracy
- 5+ years of practical experience in communications, speechwriting, journalism, editing, or copywriting
- Executive level ability to understand different audiences, their needs and potential reactions to communications strategies
- Senior level experience interfacing with executive leadership.
- Demonstrated ability to work calmly and maintain good judgment in fast-paced, high-stress environments while meeting tight deadlines
- Excellent follow-through, with strong commitment to quality and accuracy

**Preferred Qualifications:**

- 10+ years of executive communications experience in a fast-paced environment
- Bachelor's Degree in journalism, communications, public relations, or related field
- Experience working with global, enterprise organizations
- Adaptable, open-minded, curious attitude

**Benefits:**

- Health: Medical (HSA or PPO) and Vision
- Voluntary Insurances: Dental, Disability, Life, and AD&D
- 401K with employer match
- Unlimited PTO
- Paid holidays

**Equal Opportunity Statement:**

Simplicity is committed to creating a diverse, inclusive, and supportive environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.