



POSITION DESCRIPTION

POSITION TITLE: Communication Consultant

REPORTS TO: President of Vitiello Communications Group, LLC (VTLO)

POSITION TYPE: Full-time Employee

OPPORTUNITY:

Join a high-performing, collaborative team of communication professionals who provide Fortune 500 corporations and other leading companies with strategic communication consulting, planning and implementation.

CANDIDATE CREDENTIALS:

The successful candidate will be an energetic and independent individual with excellent writing, researching, computer, organizational and interpersonal skills. He or she will be able to demonstrate experience in leading communication projects, providing strategic planning, creative counsel and practical implementation to meet clients' needs. In addition, the ideal candidate will be responsible for contributing to the firm's business development and marketing programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- Manage client relationships
- Manage communication projects
- Provide editorial consulting and support
- Write a variety of materials to be delivered across various media
- Conduct research and interviews
- Engage and collaborate with the other members of the firm
- Participate in business development activities on behalf of the firm
- Specific responsibilities will be determined based on client and project needs

QUALIFICATIONS:

- Strategic, creative thinker
- Outstanding writing skills, as evidenced by published/ produced materials
- Computer expertise in Microsoft Office, including Word, Excel and PowerPoint
- Social networking knowledge and skills; programming and Web development a plus
- A calm, professional presence; demonstrated ability to develop and maintain client relationships
- Ability to collaborate with team members, providing assistance as needed
- Meticulous attention to accuracy and detail
- Pleasant and professional interpersonal skills
- Ability to seek and develop new opportunities for business
- Minimum of five years' experience



EDUCATION:

Required: Bachelor's degree in English, journalism or communications
Minimum of five years of experience

Desired: Master's Degree in English, journalism or communications;
Masters of Business Administration

COMPENSATION:

Commensurate with experience

ABOUT VITIELLO COMMUNICATIONS GROUP:

Vitiello Communications Group (VTLO) is a consulting firm specializing in strategic change communication. VTLO partners with business leaders who are guiding people through organizational transformation. We have a strong record of accomplishment in providing internal communication consulting services to companies in a wide range of industries. Our approach equips executives to engage employees through effective communication. VTLO focuses on the human side of change to help organizations achieve significant business results.

SEND RESUME TO:

info@vtlo.com

Electronic submissions only