

# Internal Communications Specialist



← [Jobs \(/emp/jobs\)](/emp/jobs)

## Internal Communications Specialist

Job #8760183 • Created 3/5/2024 by Chuck Strassburger • Closes 3/19/2024



[Overview \(/emp/jobs/8760183\)](/emp/jobs/8760183)

[Schools \(/emp/jobs/8760183/schools\)](/emp/jobs/8760183/schools)

[Matches \(/emp/jobs/8760183/matches\)](/emp/jobs/8760183/matches)

### Basic information

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#### Job description

**SUMMARY:** This role is critical to communicating and engaging a geographically dispersed team to ensure we execute on our brand promises to our guests and communities in which we serve, while conveying our employee value proposition internally to establish MAPCO as an employer of choice.

#### PRIMARY RESPONSIBILITIES:

Play a critical role in communicating and engaging a geographically dispersed team to ensure we execute on our brand promises while conveying our employee value proposition internally to establish MAPCO as an employer of choice.

Execute and evolve our communications strategy in partnership with senior leaders.

Maintain and enhance the company intranet and all related communications platforms.

Ensure organizational initiatives and projects are successfully communicated to employees and stakeholders.

Be a champion for change management, proactively seeking ways communication can foster organizational buy-in, employee branding, and retention of current MAPCO team members.

Analyze communication effectiveness and drive employee engagement through communications throughout the organization.

Analyze communication success through monthly KPI reporting and ongoing content management.

Plan, edit, and write content for a variety of internal communications mediums, such as intranet, emails, digital platforms, and internal presentations.

## Internal Communications Specialist

Manage ongoing updates to the Operations Manual

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Storyboard, shoot, and edit video communications.

Draft messages, PowerPoint decks, and scripts for senior executives for presentation to employees in written or spoken form as needed.

Ensure internal communications messages are consistent with brand and strategy across all mediums and for different departments of the organization.

Perform other duties as assigned.

### QUALIFICATIONS:

Excellent interpersonal, communication, presentation and influencing skills; proven ability to rapidly build credible relationships to accomplish business outcomes.

Must have a people first mentality; every guest and team member deserve a great experience

High energy individual who thrives in a “make things happen” environment.

Strong “deck” presentation and communication skills, especially in Microsoft PowerPoint

Excellent time management skills and the ability to meet deadlines

Solid knowledge of video equipment and tools to shoot and edit video communications

Visual design skills (InDesign, Photoshop, Illustrator) and ability to storyboard

Ability to write effective copy, audio scripts/video script

Experience with one or more of the following: Final Cut Pro, Adobe Creative Suite, Camtasia, or other related software

Experience creating targeted content that generates measurable results

Acceptable driving record and ability to drive to locations

### EDUCATION and/or EXPERIENCE:

Bachelor’s Degree in progress or completed in Communications, Journalism, Marketing, or a related field

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## Position details

 Edit

### Job title

Internal Communications Specialist  
**Position type**  
**Internal Communications Specialist**  
 Job

**Work-Study program**

No

**Location requirements**

 Edit

**Location type**

Hybrid, Onsite

**Onsite location**

801 Crescent Centre Drive, Franklin, Tennessee 37067, United States

**Time requirements**

 Edit

**Schedule**

Full time

**Employment duration**

Permanent

**Compensation and benefits**

 Edit

**Expected pay**

25-30 USD per hour

**Additional compensation**

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**Benefits**

- Medical    Vision    Dental    Paid time off    401(k) match
- FSA or HSA plans    Life insurance    Tuition reimbursement

Disability insurance  
**Internal Communications Specialist**

Career development

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**Additional benefits**

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**Categorize your job**

 **Edit**

**Job role groups**

Human Resources Specialists, Public Relations Specialists

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**Candidate qualifications**

 **Edit**

**Work authorization**

This job requires US work authorization.

**School year**

Junior    Senior    Masters    Alumni

**Latest graduation date**

May 2026

**Major groups**

Marketing

**Minimum GPA**

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**Application process**

 **Edit**

**Application open date**

3/5/2024 6:00 AM -05:00

## Internal Communications Specialist

Application close date

3/19/2024 6:00 AM -04:00

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### Number of hires

2

### How will candidates submit applications?

On Handshake

### Additional required documents on Handshake

Resume

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## Your hiring team

 Edit

### Job owner

Chuck Strassburger

## Labels

### Internal Communications Specialist

Add label

Create new label

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## Notes

View and add notes

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## On Campus Interviews

You have no on-campus interviews scheduled for this job.

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## Attachments

No attachments yet

[Edit attachments \(/emp/jobs/8760183/attachments\)](/emp/jobs/8760183/attachments)

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