

## **QCR Holdings, Inc.**

### **Job Description**

**TITLE:** Communications Specialist

**REPORTS TO:** VP, Corporate Communications & Investor Relations Manager

**DEPARTMENT:** Corporate Communications

**LOCATION:** Cedar Rapids, IA, Davenport, IA, Des Moines, IA

#### **Job Summary**

This position will develop engaging and creative messaging for employees. This role is responsible for producing communications plans and the content in support of company-wide technology and process changes, as well as employee engagement and culture communications.

#### **Job Responsibilities:**

- Develop, manage and execute multi-faceted communications plans using a variety of mediums and vehicles company-wide, including the Qnews intranet, internet, email, social media, and more.
- Create communications in the form of written articles/email messaging, infographics, presentations, web content, flyers, video, and more.
- Serve as a communications expert consultant for internal stakeholders; driving best practices
- Communicate progress and updates on enterprise priorities including QCRH's Best In Class (BIC) initiative and numerous technology changes
- Make regular updates to Qnews Intranet
- Work closely with change management and training leads to develop supporting communications, presentations, toolkits, and more.

#### **Qualifications:**

- Bachelor's degree from an accredited college/university required, or equivalent experience
- 5 years of relevant work experience
- Strong communication (written and oral) skills
- Strong computer skills, including Microsoft Outlook, Word, Excel, and Powerpoint
- Experience developing/directing the creation of supporting visuals, graphics and video
- Experience with SharePoint is a plus
- Adobe Creative Suite preferred
- Ability to build, nurture, and maintain relationships with all levels of the organization, in multiple geographical locations