

Internal Communications Manager

Description

Who are we? Our mission is to scale intelligence to serve humanity. We are training and deploying frontier models for developers and enterprises who are building AI systems to power magical experiences like content generation, semantic search, RAG, and agents. We believe that our work is instrumental to the widespread adoption of AI. We obsess over what we build. Each one of us is responsible for contributing to increasing the capabilities of our models and the value they drive for our customers. We like to work hard and move fast to do what's best for our customers. Cohere is a team of researchers, engineers, designers, and more, who are passionate about their craft. Each person is one of the best in the world at what they do. We believe that a diverse range of perspectives is a requirement for building great products. Join us on our mission and shape the future! Cohere is a fast growing company in the extremely dynamic artificial intelligence space, and we are building a Communications team that has the drive, savvy and experience to tackle the challenges this entails. With a world-class team of technical experts, we are building a communications team to match. We are looking for a versatile Internal Communications Manager with strong internal communications skills. While the primary responsibilities of this person would be internal communications, as a growing company, we need someone dynamic who would also be able to fill in on some external communications work, including developing briefing materials, and potentially some engagement with media, messaging development and other communications functions. Cohere is a company built for growth, and this is a job with just as much growth potential. In this Intermediate Level individual contributor role, your responsibilities will include:- Developing an internal communications plan covering internal company meetings, as well as messages from management in Slack channels, company emails, and similar channels of communications. - Work closely with key stakeholders, including C-suite executives, such as our head of human resources. - Execute internal message delivery for company-wide issues like business and corporate updates. Additional responsibilities may include:- Briefing book drafting.- Development of external messages. - Engagement of media members when the external communications team needs support. - Similar external communications help on an ad hoc basis. This career opportunity may be a good match for you if you have:- 3-8 years of Communications/PR experience.- A proven track record of managing internal communications. - The desire to grow quickly and take on more challenging tasks. - High levels of creativity in a communications setting. - Outstanding written skills. If some of the above doesn't line up perfectly with your experience, we still encourage you to apply! If you consider yourself a thoughtful worker, a lifelong learner, and a kind and playful team member, Cohere is the place for you. We value and celebrate diversity and strive to create an inclusive work environment for all. We welcome applicants of all kinds and are committed to providing an equal opportunity process. Cohere provides accessibility accommodations during the recruitment process. Should you require any accommodation, please let us know and we will work with you to meet your needs. Our Perks: • An open and inclusive culture and work environment • Work closely with a team on the cutting edge of AI research • 1/2 Weekly lunch stipend, in-office lunches & snacks • Full health and dental benefits, including a separate budget to take care of your mental health • 100% Parental Leave top-up for 6 months for employees based in Canada, the US, and the UK • Personal enrichment benefits towards arts and culture, fitness and well-being, quality time, and workspace improvement • Remote-flexible, offices in Toronto, New York, San Francisco and London and co-working stipend • 6 weeks of vacation Note: This post is co-authored by both

Hiring organization

Cohere

Job Location

Toronto

Date posted

April 23, 2024

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Contacts

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