



**CRUM & FORSTER®**

A FAIRFAX COMPANY

**Title:** Communications Supplemental Support  
**Division:** Accident & Health  
**Department:** Corporate Communications  
**Location:** Eatontown, NJ  
**Manager:** Michelle Tavora, AVP Corporate Communications, A&H Division  
**FLSA:** Exempt

**Purpose:**

Work with the AVP of A&H Communications on a temporary basis to support internal employee campaign management and execution for the Accident & Health division. Collaborate on and affect all project phases from brainstorming through execution, delivery and measurement across all communication channels, including internal email campaigns and intranet content, leadership campaigns, and assets related to virtual and in-person events as needed. Have a strong desire to continuously improve the planning, execution and support of communications as it relates to the A&H brand and the needs of our employees and internal clients.

**Key Responsibilities**

Working closely with the head of A&H Communications, the Communications Supplemental Support member will:

- Lead, with support and direction of the AVP, build and execute on a slate of internal communications as needed
- Concept, draft and copy edit internal campaign stories, intranet news items and space content, and select LI posts. Other writing and copy editing as needed
- Manage assets across a variety of channels, including, intranet, email, social media, and print
- Format content into existing graphic design templates or build/collaborate on build of layouts and final assets
- Measure and analyze the effectiveness of project communications and develop insights that support continuous improvement
- Assist with other projects as assigned

## **Key Competencies/Qualifications**

- 5 years of experience in marketing and/or communications in a corporate setting. Insurance and/or financial industry knowledge a plus
- Bachelor's degree in Marketing, Communications, Journalism, Business or related field
- Track record in developing and implementing communication plans
- Consultant mindset: strong client focus and collaborative team player, able to ask probing questions and offer effective communication solutions to business needs
- Outstanding writing, editing and proofreading ability
- Strong project and time management skills in order to self-manage multiple assignments and deadlines
- High attention to detail with a project management approach
- Proficient in Microsoft Office (Word, Excel and PowerPoint)
- Proficient in Constant Contact
- Working knowledge of Workvivo, Cvent, Monday.com project management platform and Adobe InDesign (Illustrator, Photoshop and PremierPro a plus)

## **Current Project Slate Includes but is Not Limited to:**

- A&H Knowledgebase Campaign
- People & Culture C5 Culture Campaign
- People & Culture Employee Announcements Campaign
- Legal Team "Get to Know What We Know" Campaign
- Compliance Team "Red Oak How To" Campaign
- Individual communications across our suite of teams as needed

## **Who we are:**

With a proud history going back to 1822, Crum & Forster provides accident& health, specialty and standard commercial lines insurance products through our admitted and surplus lines insurance companies.

Our vision is to create a culture of community, fairness and dedication to those we serve, including shareholders, employees, policyholders, producers, local communities and charities.

Since 2000, the Accident & Health division of Crum & Forster has been offering a unique variety of insurance and reinsurance products nationwide. Our office is located in Eatontown, New Jersey, and is home to a team of highly skilled and diverse individuals. Our in-house expertise includes underwriting, compliance, actuarial, premium and claims administration, loss control,

case management and marketing. We place a strong focus on product development and creative distribution methods, along with excellent client service and support.

We feature a hybrid business casual, dog-friendly work environment that includes state of the art office space. We are always on the lookout for bright, hardworking people who want to join our team!