Downloaded from <https://www.velvetjobs.com/job-descriptions/community-affairs>

# Example of Community Affairs Job Description

Our company is looking for a community affairs. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community affairs

* Assist with executing external affairs and STAPLES Center Foundation fundraising events
* Assist with executing external affairs and STAPLES Center Foundation community programs
* Provide administrative support to the department database updates, phone inquiries, filing systems
* Apply sound judgment and innovative thinking when working with stakeholders
* Identify and implement ways to streamline and improve processes
* Arranging and implementing events (culture, art, business, sports)
* Develop, coordinate, and execute government focused community activities across a designated regional area
* Support government affairs objectives by enhancing company’s public image in the communities served
* Establish, build and maintain strong relationships and partnerships with community leaders, not-for-profit organizations, key corporate departments and other internal and external third party constituencies
* Work with government affairs to develop a strategic community strategy for the region, including identifying and coordinating community events, sponsorships and charitable contributions designed to support government affairs business objectives and policy initiatives

## Qualifications for community affairs

* Previous experience running a studio camera is a plus
* Close coordination with digital programming team for promotion for special web projects
* Organize calendars in coordination with digital programming editorial team
* Editorialize content that is featured on digital entry points with users
* Refresh community homepage properties
* Moderate the forums and social media platforms associated with the properties on a daily basis