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# Example of Community Affairs Job Description

Our company is growing rapidly and is hiring for a community affairs. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for community affairs

* Keep abreast of local issues and fosters positive working relationships with local elected officials, community and advocacy groups
* Responsible for issues-resolution, negotiation and/or mediation of community concerns
* Manage community affairs budget (with the exception of sponsorships)
* Supervise community affairs assistant and share dual report of 2 community outreach staff embedded in regional locations
* Develop and implement a Community Relations program that focuses on Federation’s priorities in Israel advocacy, combatting anti-Semitism and the Boycott, Divestment, and Sanctions movement (BDS)
* Communicate, educate, and navigate with the broader community on issues relating to the complexities of the Israeli/Palestinian conflict
* Plan and implement relevant cultural, educational, and advocacy-based community programs
* Lead and execute employee volunteerism and giving campaigns recognition programs that span the US based Janssen Commercial Companies
* Develop community partner NPS process and demonstrate improved NPS among adjacent/partnering organizations
* Work collaboratively with Sales and Marketing Outreach teams, including strategic review of community investments

## Qualifications for community affairs

* Ability to work autonomously but the instinct to elevate when appropriate
* A completed Master's degree - preferably in the area of Higher Education, Student Affairs, Counseling or Social Work
* Ability to manage stress, conflict and frustration constructively
* Ability to identify, define
* Significant community or government affairs experience
* Proven success cultivating and maintaining positive relationships with external constituencies, including community partners, government officials and other government and quasi-governmental organizations