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# Example of Community Relations Specialist Job Description

Our company is looking for a community relations specialist. 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 relations specialist

* Actively attending landowner and community post-construction claims
* Maintaining landowner and community data for area of responsibility, including updating the Land Owner Database as required
* Prepares and provides media relations with social media updates and releases of newsworthy information in accordance with direction from senior leadership
* Drafts press releases and contacts people in the media who might print or broadcast material related to the Company
* Arranges and conducts PR programs
* Administer and oversee grant review and charitable contributions process, ensuring compliance to BSC policies and mitigating risk
* Develop database & evaluation tools to provide metrics for Corporate Citizenship programs with a goal of continuous improvement and data integrity
* Plans, develops, coordinates, collaborates and conducts events including, but not limited to, meetings, presentations, activities, training, product orientations, focus groups, field marketing events, projects
* Develops presentations including, but not limited to, sales, product training, member retention meetings, new member training, outreach activities
* Under supervision, engage in employee ambassador initiatives for global population (primary operation in North America, consultative partnership in EMEA/APAC)

## Qualifications for community relations specialist

* Demonstrated expertise writing for web and print environments
* Experience working in a direct dotted-line relationship
* Support the Global Communications & Social Media team with managing and analyzing global social media channels and tools
* Administer and monitor a sustained social media/reputation program to encourage employee participation, storytelling and story-sharing feedback and engagement via social media and internal communication channels
* Bachelors’ Degree in Marketing and Communications / Business Administration, Human Resources, Psychology or other related discipline is required or a combination of education and experience
* Preferred Spanish