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# Example of Community Relations Specialist Job Description

Our innovative and growing company is hiring for a community relations specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for community relations specialist

* Researches and coordinates community relations programs and/or activities to favorably position the university among the business, government and other communities alumni, students, faculty and staff
* Identifies and develops employer-based events
* Consults with internal and external constituents to identify opportunities to achieve communications goals and objectives
* Acts as liaison with benefactors of firm donations and sponsorships
* Communicates corporate social responsibility plans and successes to appropriate internal and external audiences
* Contributes to the firm’s content marketing program by identifying CSR stories and metrics for internal/external packaging and distribution
* Contributes to the creation of the CSR annual report
* Proficiency in languages other than English
* Implement localized and targeted marketing and sales tactics best aligned to the needs of the specific location to build market share, product understanding, and strengthen the brand
* Develop existing venues and locate new ones

## Qualifications for community relations specialist

* Bachelor’s degree in marketing, business or related area from an accredited institution recognized by the US Department of Education or equivalent work experience required
* A minimum of two years' experience in student recruitment, intangible sales required
* Experience in writing or adapting presentations
* Proven educational or administrative experience in solving problems for individuals or teams
* A minimum of 2 years experience in student recruitment, intangible sales required
* Able to maintain a flexible full time schedule including working occasional evenings and weekends