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

# Example of Community Relations Specialist Job Description

Our company is searching for experienced candidates for the position of community relations specialist. 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 relations specialist

* Maintain and update the Social Responsibility content on the Company website
* Supports various Company programs including the annual United Way campaign, fund raising drives
* Seeks feedback from field leadership, store and district managers, distribution management regarding proposed improvement projects in their communities
* Position will require limited travel throughout our Denver / Boulder, Mountain Colorado, Northern Colorado, and Southern Colorado service areas
* Position will require working some weekends, evenings, and early mornings
* Reports directly to the Area Manager with technical guidance from the LCIP Supervisor, Subject Matther Experts (SMEs) and/or Business Analists of the respective area
* Responsible for coordinating and overseeing all aspects related to the Rights of Way in his/her assigned section of the route
* Actively takes part in the Right of Way problem analysis and solution
* Acquiring permits and land rights, as necessary, in support of operational and maintenance programs or other projects, as directed
* Building and maintaining relationships with ejido’s and indigenous communities of strategic interest to TC and providing advice in maintaining and enhancing relations

## Qualifications for community relations specialist

* This position requires extensive local travel
* Must have a valid driver’s license with a good driving record and reliable transportation
* Ability to develop strong social media presence
* Experience working independently within a collaborative, professional environment
* Must be flexible and able to work overtime when necessary
* High School Diploma, requied