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# Example of Community Relations Job Description

Our growing company is hiring for a community relations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for community relations

* Administrative research and filing – Research, analyze, monitor and document issues that are relevant to achieving the University’s objectives in objectives in the local community both on and off campus
* Consult with and support a portfolio of executives/business leaders to meet their associate engagement and volunteerism needs through volunteer activities, community leadership and engagement roles
* Coordinate and participate in market-level, associate-led Community Corps Council(s)(CCC’s) or local market equivalent groups that advance and manage individual and team volunteerism
* Promote associate engagement volunteer tracking and partner with the Community Affairs Operations team regarding volunteer data reporting
* Strong verbal and written communication and presentation skills including proficiency in Excel and report management
* Have working knowledge of the Community Reinvestment Act and Corporate Social Responsibility
* Maintain department supplies, equipment, materials
* Assist with responding to donation requests
* Assist with implementing Kings Care Foundation game night events
* Assist with the preparation for and execution of the Game night silent auction (Every Home Game)

## Qualifications for community relations

* Interest in social responsibility and philanthropy
* Ability to work on multiple tasks simultaneously and meet deadlines
* Answer general inquiries to the Foundation
* Assist with Special Events organized by the Foundation
* Some College Preferred- AA/BA/BS
* Any combination of education and experience equivalent to graduation from high school or any other