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# Example of Community Relations Job Description

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

* Develop and maintain relationships with key stakeholders at ORD and priority markets to lead collaboration across community, government affairs, sales, station leadership and marketing to position United as a leader in the community
* Coordinate and support the community relationship and investment
* Conceptualizes the immediate and long-range needs of community relations with respect to the project mission and understanding of business objectives as they relate to project goals
* Negotiates project objectives and direction with the Managing Director Community Relations
* Champions the development and maintenance of intake community relations applications and reporting technology across functional roles throughout the organization
* Measures and analyzes dollars spent for results in the community (e.g., number of students involved in a program supported by Alaska) and reports on sustainability metrics
* Oversees the community giving message and giving guidelines on Alaska's landing pages, effectively telling our story through the web pages and blog stories
* Represents Alaska at meaningful community events where we have sponsored or participated in with donations
* Oversees disaster plan implementation by partnering with non-profit groups to provide disaster relief transportation and communicates with internal and external groups for maximum awareness of our support
* Develop and implement volunteer/engagement plans and activities for the Mid-Atlantic market and affiliated LOB (Line of Business) teams)

## Qualifications for community relations

* Ability to build and maintain relationships and partnerships with internal and external organizations and stakeholders while representing company interests is critical
* Proven expertise in strategic program and curriculum design and development
* Strong experience in measurement, reporting and excellent analytical skills
* Knowledge of workforce development arena a plus
* Must be open to flexible hours (some weekends and after hours for expo’s)
* Bachelor’s degree in communications, journalism preferred