



Example of Corporate Citizenship Job Description

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Our company is hiring for a corporate citizenship. 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 corporate citizenship

- Analyze and interpret SRI survey results, sharing with internal stakeholders to increase understanding and improve subsequent reporting
- Provide input to the display and design of data for public (online) consumption
- Cultivate a deep knowledge of the reporting scope and practices of Canadian peers and global competitors
- Identify and monitor emerging corporate responsibility issues that might have an impact on reporting expectations
- Conduct online (and other) research to determine best in class impact measurements for employee engagement and other Citizenship programs
- Assist with measurement and reporting requirements for employee engagement programs
- Assist with data visualization for online reporting
- Assist with outreach to charitable partners with requests to update volunteer opportunities on My Community website
- Support team members with preparation for kick off of Fall 2016 programs (Blue Water Day activation in the Greater Toronto Region (GTR), Habitat for Humanity Builds, Aboriginal backpack program)
- Support senior manager, workplace giving, with preparation and planning for 2016 For the Love of Community workplace giving campaign

Qualifications for corporate citizenship

- 7-10 years' of professional experience in a relevant field, with a preference for financial services expertise
- 5 years of corporate responsibility reporting experience either on the reporting, consulting or analyst side, with experience conducting corporate responsibility data verification
- Strong understanding of accounting and regulatory disclosure standards related to financial Institutions and sustainability disclosure in particular
- In-depth knowledge and experience with corporate responsibility strategy and data management/data verification/assurance processes
- Experience in investor or stakeholder relations, risk management, financial analysis or external reporting
- Strong understanding and experience across all environmental, social and governance topics relevant to financial institutions, gained through consulting or socially responsible investment industry experience