



Example of Corporate Citizenship Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of corporate citizenship. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate citizenship

- Track and manage invoices and update Engagement team budget spreadsheets
- Collaborate with External/Internal Communications, Marketing, and provide leadership in responding to major reputation issues, crisis events and public image management
- Use a detail-oriented approach to all duties, performing follow up with minimal supervision
- Provide support to two Directors including, but not limited to scheduling meetings, processing expense reports, scheduling travel, answering calls, and directing other correspondence
- Provide back up support for SVP/VP and special projects as needed
- Utilize excellent interpersonal communication (written and verbal) and organizational skills in liaising with executive offices and with high level internal and external leaders
- Liaise with assistants in other departments and external event planners on all deliverables for charitable and industry-related events funded by the department
- Prepare reports and perform research on various topics related to citizenship and philanthropy at the direction of Director
- Prepare PowerPoint presentations, meeting agendas, and other relevant materials as directed
- Independently manage year-round payment process for all grants, including

Qualifications for corporate citizenship

- Strong written and verbal communication skills (MD&A style)
- Strong business acumen, analytical thinker and process driven
- Graduate degree in sustainability or similar
- Chartered Professional Accountant/ CFA/ Bachelor degree in Finance preferred
- Certification to sustainability verification topics, GHG verification using ISO 14064 (Canadian Standards Association), AA 1000 Assurance (AccountAbility)
- Ability to drive progress independently problem solve collaboratively in a driven environment