



Example of Corporate Citizenship Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a corporate citizenship. 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 corporate citizenship

- Maintain files in audit-ready condition
- Partner with HR, employees and nonprofits on all US service award donations, performing due diligence to ensure nonprofit awards are in compliance with Corporate policy
- Initiate and track follow up for all employee-recommended grants and contributions, highlighting requests by executives for elevated follow up, and managing the follow up process for all requests
- Manage approval letter process including sourcing data from the database, liaising with finance, and sending all letters for every approved grant
- Track, reconcile and prepare reports for four distinct budgets
- Coordinate the transfer of files to and from records retention in accordance with Corporate requirements
- Create journal ads for event programs or prepare copy for ads created by Global Communications
- Maintains extensive Corporate Events calendar including all event details
- Social media experience a plus, including Facebook, LinkedIn, Twitter, and Snapchat
- Receive/Prepare and follow through on all documents requiring signature, establishing approval processes and maintaining records of all communications that require follow up

Qualifications for corporate citizenship

- Excellent organisational skills and experience in project management
- Oversee department email box, respond to all requests and utilize excellent judgment in preparing answers and routing problems to other team members
- Inventory and order office supplies for department
- Possess excellent PC skills, knowledge of Windows 7 (Outlook, Excel, Word, and PowerPoint)
- Providing a full range of programmatic support in program development and delivery including pro bono, Impact Ventures, special projects and communications