



Example of Corporate Citizenship Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Supporting our strategic marketing campaign and corporate citizenship teams by creating content to amplify messages including emails, presentations, and talking points
- Working closely with the team to identify opportunities and streamline processes and procedures in administering our pro bono and other nationwide initiatives
- Some event execution support as necessary
- Coordination of pro bono program for consistent administration, reporting and overall implementation across businesses nationwide and regionally
- Direct the research, planning and development of corporate and brand environmental programs, with a particular emphasis on energy and emissions, waste, water and packaging
- Collaborate with internal business leads, including senior leadership, and external stakeholder groups to achieve key sustainability goals
- Serve as a contact and information source for sustainability initiatives
- Write and edit materials promoting our sustainability program and activities via the company intranet, corporate website and our digital channels
- Manage metrics and reporting on performance
- Research, planning and execution of citizenship and sustainability programs

Qualifications for corporate citizenship

- Deep knowledge of the social and environmental issues and NGO landscape
- Confidence to counsel company leaders on sustainability strategy
- Experience communicating and marketing sustainability efforts
- Experience with GRI reporting on sustainability efforts, including an understanding of CDP, carbon and water reporting
- Bachelor's degree in communications, public relations, marketing, science or business administration