



Example of Engagement Associate Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for an engagement associate. 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 engagement associate

- Gather content for and produce USGCRP's e-newsletter
- Produce content for the USGCRP website and social media presence
- Develop and maintain a roster of communications partners within the Federal Government
- Manage USGCRP stakeholder mailing list
- Design and produce collateral materials for USGCRP products and activities (e.g, summary documents, fact sheets, presentations, brochures)
- Develop visual communication tools such as diagrams and infographics
- Manage a multiyear outreach plan for the advancement program that considers various audiences and programs (e.g., campaign programming, principal donor programming, regional major gifts programming, international programming)
- Primary contact for Beauty scientific engagement activities in NA
- Work with the GSE Beauty Lead to develop an integrated relationship between JNJ and the dermatology profession in NA in areas of business interest
- Under the direction of the GSE BEAUTY Lead, leverage and integrate relationships between relevant internal JNJ stakeholders, at local and regional levels, and relevant healthcare KOLs with JNJ local and global professional strategies

Qualifications for engagement associate

- Excellent interpersonal skills, with the ability to excite and engage a diverse group of parents, students and community stakeholders
- Hands-on experience with ESP
- Experience supporting the planning and organization of meetings and events such as seminars, public forums, and workshops
- Demonstrated experience and success in designing pamphlets, brochures, fact sheets, posters and product packaging
- Proficiency in Adobe Creative Suite, Microsoft Office, and Google Apps
- Familiarity with customer relationship management and e-mail marketing tools (e.g., MailChimp, Insightly)