

Community Relations Specialist Job Description

Our company is looking for a community relations specialist. 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 community relations specialist

- Maintain community partners data in Salesforce
- Direct responsibility and/or support for coordination, communication, record keeping and organization for the activities and initiatives under the responsibility of Community Relations Officer and/or Coordinator for Strategic Partnerships and Volunteer Programs, Communications Director, and Mentor Programs staff
- Direct responsibility and/or support for Community Relations programs
- Provides ongoing advice to Field Operations, with regard to negotiations
- Responding to, and resolving issues resulting from, emergency drills, emergency incidents and similar related issues
- Manages with managers and supervisors the authorization to solve exceptional cases
- Permanently coordinates with the Legal Area, issues regarding listings and registration with the various agencies
- Identifying potential L, P & CR risks on programs and projects
- Maintains a current file of recently returning veterans and a file of all state, federal and local benefits and services
- Works with veterans and their dependents relative to the dissemination of information and assisting veterans in determining their eligibility for benefits

Qualifications for community relations specialist

- Excellent interpersonal and communication skills (verbal and written) the ability to
- Participate effectively in a dynamic team environment
- Aptitude for dealing with stressful situations and conflict, with demonstrated conflict resolution
- Working knowledge of legislative and regulatory requirements for Land, and the ability to apply
- Such knowledge
- Sound analytical and interpretive skills and demonstrated problem-solving skills using sound

Community Relations Specialist

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