



Community Engagement Specialist

Minneapolis, St. Paul, Owatonna, or Charlotte

POSITION PURPOSE:

As a Community Engagement Coordinator, you will be a key player in coordinating community outreach and communication of our sustainability practices to further develop our efforts. You will inform, educate and assist various stakeholders and decision-makers. In this new role, you will also be a key representative for the company at several locations and will liaise with multiple organizations focusing on a variety of initiatives including sustainability, inclusion and community engagement. You will be responsible for managing internal stakeholder engagement on projects including but not limited to; developing internal communication supporting sustainability efforts, managing tool development on sustainability-related databases, and coordinating internal equity and inclusion efforts. Reporting on progress on these initiatives internally and externally will be a significant element of this role. This position will work closely with Human Resources, Marketing and Health, Safety and Sustainability departments for direction as well as to develop and deploy communication collateral.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support the execution of AmesburyTruth's community engagement activities, to include sustainability, charitable work, equity and inclusion, etc.
- Track, manage and report data to demonstrate progress in key metrics.
- Collect, analyze and communicate internally, as it relates to key projects and metrics.
- Partner with Marketing to create marketing and outreach collateral, such as brochures or websites to communicate sustainability issues, procedures, or objectives as an example.
- Collaborate with marketing resources to develop and grow communication and engagement on social media platforms to showcase our achievements in sustainability and equity and enhance our corporate engagement, employment experience and employer brand as well as community interaction.
- Influence and communicate across the enterprise to create partnerships, drive alignment, and achieve results.
- Evaluate policies and practices and leverage expertise to recommend changes to enhance community engagement, and results in equity and inclusion across the organization.
- Create or maintain plans or other documents related to sustainability, public relations and equity projects.
- Maintain, analyze and interpret various reports.
- Foster and maintain positive working relationships with community stakeholders.
- Participate or interact with various local charitable and business organizations.

KNOWLEDGE / SKILLS / ABILITIES:

- Must have excellent knowledge of Microsoft Excel, Word, and PowerPoint.
- Strong research, analytical and writing skills; clear verbal and written communication.
- Superb creativity, vision, and problem-solving skills.
- An ability to be organized and detail-oriented with ability to handle multiple projects simultaneously.
- Able to handle sensitive and confidential company materials.
- Initiative and the ability to work independently with or without direction and on a team.

QUALIFICATIONS / PRIOR EXPERIENCE:

- BS or BA in a relevant field (Marketing, Communication, or Public Relations).
- Two years of experience in a sustainability or community engagement role or recent college graduate with demonstrated leadership and success in community engagement or related project experience.
- Experience collecting data and communicating and reporting numbers and results in report and presentation formats.

WORK ENVIRONMENT/OTHER REQUIREMENTSE:

- Flexible – may require remote office and remote work.
- A willingness to learn and work flexibly in a fast-paced environment.
- Must be able to travel domestically & internationally; up to 50% travel possible.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

AmesburyTruth is committed to diversity and inclusion. If you are selected to participate in the recruitment process, please inform us of any accommodations you may require. The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Please send resumes to careers@amesburytruth.com