

***Position: Analyst/Assistant Manager, Corporate Communications and Social Responsibility
Company: McDonald's Corporation***

Position: Analyst/Assistant Manager within Corporate Communications and Social Responsibility department, reporting to Senior Director. The department is part of the Corporate Relations group.

Purpose: To support the overall purpose of our Corporate Relations group, which is to protect and enhance the valued reputation of McDonald's. This position supports the following strategic focus areas:

- To provide support on environmental programs and projects.
- To assist in our social responsibility reporting efforts.
- To work with supply chain issues related to sustainability.
- To assist on managing issues which have the potential to affect McDonald's brand and business.
- To provide communication support of internal and external communication goals related to social responsibility.

Primary Responsibilities:

- Environmental work:
 - Assist in developing, refining, and integrating an Environmental Management System within McDonald's.
 - Coordinate activities of the Global Environmental Council.
 - Assist in projects as assigned (for example, researching new issues; researching and making suggestions on policy development).
- Supply Chain Management support:
 - To assist on agricultural related projects that are part of Supply Chain Management's Social Responsibility goals, such as helping on established teams, like the Antibiotics Coalition, Sustainable Fish, Agricultural Sustainability Guidelines).
- Issues and Crisis Management:
 - Assist on emerging issues, and crisis management, and help on global issues that have the potential to affect McDonald's brand and business. Key areas of focus include childhood obesity, nutrition and health issues (e.g. trans-fatty acids), globalization, zoning approval process, supply chain and marketing.

Recommended Qualifications/Skill Sets:

- Excellent interpersonal, written and verbal communications skills.
- Strong organizational skills and the ability to work simultaneously on multiple projects.
- Results-oriented, team player who takes initiative.
- Ability to prioritize information and understand issues that could affect our business.
- 1-2 years experience in environment, public affairs, and/or agricultural issues.
- Experience working in non-USA markets; multiple language fluency a plus.
- College degree in applicable field – public affairs, political science, international studies, environmental management.