



COMMUNITY ENGAGEMENT & SYSTEMS LIAISON

JOB DESCRIPTION

POSITION OVERVIEW:

The Community Engagement & Systems Liaison supports Dairyland's culture, systems, and community engagement by coordinating employee onboarding experiences, volunteering and recognition initiatives, partner relationships, and IT asset management. This role strengthens internal collaboration, enhances the employee experience, and expands Dairyland's community impact through organized, proactive program management.

COMPETENCIES (REQUIRED EDUCATION, TRAINING, SKILLS, AND/OR EXPERIENCE):

- Associate's or Bachelor's degree in Business Administration, Communications, or related field and/or 2–3 years of experience in program coordination, IT administration, or employee engagement.
- Highly purpose-driven and people-focused team and community builder.
- Skilled in storytelling, creative idea generation, experience creation, team energizing, and authentic encouragement.
- Excellent communication and relationship-building skills.
- Strong organizational and project management skills; experience with scheduling, vendor coordination, and process documentation.
- Comfort working across departments and managing multiple priorities with attention to detail.
- Proficiency with Microsoft 365 and experience with systems such as Monday.com, CRM tools, and IT ticketing platforms preferred. Aptitude to develop working-level technical knowledge.
- See Dairyland Profile Core Competencies for assumed core competencies.

PRIMARY RESPONSIBILITIES (FUNCTIONS, JOB DUTIES, TASKS, ETC.):

- Serve as liaison to philanthropic and community partners; schedule engagement opportunities and drive communication, needs assessment, and relational investment. Expand and invest in values-aligned partnerships.
- Plan and coordinate group volunteering events across sites and as part of new employee onboarding.
- Support IT asset lifecycle management, including coordination of device onboarding/offboarding, inventory management, and coordination with external IT partners.
- Support completion of facilities requests and ensure timely follow-up.
- Champion fun and togetherness; design and deliver team-building and culture-strengthening activities.
- Support employee onboarding and offboarding experiences, ensuring smooth technology setup and early engagement with Dairyland culture.
- Coordinate and enhance employee recognition programs and administer related communications (e.g., distribute prizes, update digital signage).
- Expand and support culture initiatives and event planning.
- Generate content for Marketing and external partners in support of Business as a Force for Good and culture programming.
- Maintain documentation and support continuous improvement efforts across systems and processes.
- Perform other duties as assigned to support programs, systems, and employee experience.



ORGANIZATIONAL RELATIONSHIPS (PRIMARY CONTACTS/INTERFACES):

- Reports to Programs and Systems Sr. Manager.
- Regular cross functional collaboration across locations, roles, and areas.
- Regular collaboration with philanthropic partners and vendors (IT, facilitates).

PHYSICAL DEMANDS:

- Work location on-site at Dairyland headquarters in Stoughton. Position eligible for hybrid program (3 days in office per week).
- Work location to include regular trips to Dairyland manufacturing facility in Pound.
- Total travel not to exceed 15%.
- Regularly required to sit and stand. Work is primarily in an office setting.
- Must be able to occasionally lift up to 25 pounds.

APPLICANTS INTERESTED IN THIS POSITION:

Please contact Amy Wedell | amy@dairyland.com
Reference job number D26_SYS001



COMPANY OVERVIEW:

Dairyland Electrical Industries is the world's leading manufacturer of solid-state decoupling products used to isolate cathodically protected structures from grounding systems or other equipment, while simultaneously providing safety grounding for AC fault current and lightning. Our rugged product design, reliable technical support, and exceptional customer service have been trusted by clients throughout the world.

At Dairyland, it's not just about selling great products. We are compelled to Live Engaged – to live intentionally, generously, and compassionately as we pursue our purpose and attend to the needs of others. Together, we want to be a thriving network for good, transforming ourselves and our world.

OUR CENTRAL TRIAD

MISSION

We are the definitive source of specialized electrical solutions, readily sharing our expertise with industry while investing resources to advance global relief and development.

VISION

We Live Engaged to Make a Safer World

VALUES

We believe people have inherent value.

Invest in the Person | Give Generously | Serve with Excellence | Seek Solutions

CORE COMPETENCIES:

We believe that living our values is a daily opportunity and expectation regardless of one's position or tenure in the company. While specific positions will require unique competencies and responsibilities, we call all members of our team to the following shared competencies:

- Behavioral integration of the core values
 - Invests in self and others, gives generously of the resources available, serves excellently, and proposes/works toward lasting solutions all while elevating the value and dignity of fellow human beings
- Commitment to living engaged through unique contributions, interests, skill set, and sphere of influence
- Exceptional customer service skills, whether the customer is internal or external
- Excellent communication skills (verbal, written)
- Excellent interpersonal skills (empathy, active listening, collaboration, conflict management, emotional intelligence) and operation as a team player
- Proven aptitude to learn
- Demonstrated commitment to grow personally and professionally
- Proven ability to organize and prioritize work while maintaining strong attention to detail
- Sound judgment: proven problem solving and analytical skills
- Proficiency using Microsoft Office (Excel, Word, Outlook)