



Example of Partnerships Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of partnerships coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for partnerships coordinator

- Maintain records of all payment for each vendor and supply data for budgeting/analysis/auditing purposes
- Work with Finance Department and Legal Dept to expedite PO processing
- Provide support, as needed, for top level management meetings
- Assist in building, packaging, stuffing, and mailing x-mas gift boxes to partnership mailing list of over 500+
- Counsel students on choices for community experiences, helping them connect
- Support all aspects of the regional corps member hiring campaign with the goal of 100% of our incoming teachers hired by first day of school
- Co-construct and execute on hiring systems and structures while course-correcting in a timely manner as needed
- Maintain excellent relationships and timely communication with hiring school leaders/staff and other partners
- Build strong, open relationships with corps members, with a particular focus on their professional growth as candidates for opportunities at our schools
- Create outreach materials for our partners/school leaders

Qualifications for partnerships coordinator

- 2 years experience of account management gained within either the sports, entertainment or agency sectors
- Work with board members, staff and volunteers at community-based

- Conduct outreach to community-based organizations, disseminate information about UW
- Minimum two years' experience managing volunteers in a social service setting or coordinating higher education service-learning programs
- Excellent oral and written communication skills, particularly the ability to work with multiple constituencies across communication platforms
- Demonstrated ability to take initiative in a team-based environment, follow through on independent projects, and balance multiple priorities with a strong attention to detail