



Example of Partnerships Coordinator Job Description

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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

- Plan hiring events and execute on logistics to support these critical program components
- Manage partner-facing processes including the collection of corps members' verification of employment forms, school contracts (professional service agreements) and invoicing
- Track new hire and onboarding process with school partners
- Manage knowledge of partner hiring needs, preferences, and requirements
- Prepare all corporate partnership contracts
- Maintain accurate corporate partnerships inventory for sales staff
- Work with sales staff and operations staff to ensure all deliverables are executed for corporate partners, including signage, gameday promotions
- Monitor the corporate partnerships accounts receivable process including invoicing and deposits, working with Accountant, Florida Operations
- Coordinate production of Spring Training and Marauders souvenir programs with Publications Designer in Pittsburgh and ensure all corporate partner advertisements are included
- Work with Pittsburgh creative services department and printer on the design and production of corporate partnership and ticket sales brochures

Qualifications for partnerships coordinator

- Desire to actively engage diverse populations of undergraduate students
- Willingness to actively engage in addressing issues of structural inequity,

- Ability to build and maintain strong relationships with university students, Carlson Center community partners, and university faculty and staff
- Commitment to Carlson Leadership & Public Service Center's values and fundamental mission to engage undergraduates in understanding, building, and improving our communities
- Demonstrated ability to use basic and some advanced functions of Windows operating systems, Microsoft Office Suite (Word, Excel, Power Point, and Outlook), the internet and web-based forms
- Maintain photo archives for all corporate partners for proof of performance