

## **Partnership Coordinator Job Duties**

The Partnership Coordinator works under the direct supervision of the organization Executive Director in collaboration with the organization's partners, community members, local businesses, and local owners. Acts as a liaison between the organization its partners within the organization's community and the community and outside community organizations and businesses. Provides information to share with the community regarding our programs and services. The partnership coordinator engages volunteers in efforts to enhance the capacity of the organization. This includes communicating and promoting opportunities within the organization its community members, families, local media, and others to increase community engagement within our schools. The program coordinator becomes aware of and is active in community initiatives.

Develops, manages, schedules, and implements strategic engagement with the organization partner seeking. Along with seeking new partnership opportunities that will move the organization towards its strategic goals. Coordinates various volunteer events, enrichment opportunities, and family and community events independently and/or jointly with organizations as needed. Along with aligning volunteer opportunities for the organization and communicating these opportunities to families, community members, businesses, and local media. Coordinates with the marketing team to provide information to be included in newsletters, flyers, social media sites, press releases, and websites/pages.

### **Job Requirements:**

- **Associate degree in Human Services, Communications, Education, Business or related field nonprofit experience.**
- Training, work, or volunteer experience in related settings
- Experience working effectively with diverse populations.
- **Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.**
- Strong verbal and written communication skills.
- Strong interpersonal skills and ability to interact effectively with diverse populations.
- Excellent organizational and time management skills.
- High degree of self-motivation and ability to work with minimum supervision.
- Ability to work a flexible schedule.
- Strong computer skills, including Microsoft Office/Excel programs.
- Familiarity with website and social media content



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- Ability to use basic office machines, such as photocopiers, fax machines, and telephone.
- Creativity to build new programs as need dictates.
- Knowledge of school and community resources.