POSITION TITLE: Partnership Coordinator

SUPERVISOR: Communications Manager

SUMMARY OF POSITION
The Partnership Coordinator is a key leader in communications, public relations, and program development. Working with the Communications Manager, this position is responsible for developing and maintaining community partnerships, assisting with internal and external communications, and reviewing new programs and initiatives according to strategic goals. The Partnership Coordinator ensures positive outcomes on partner projects and advocates for partner interests with staff and volunteers. Working with the Communications Manager, Library Director, and Department Heads, the Partnership Coordinator maintains a team-oriented climate that attracts, keeps, inspires, and motivates quality staff and volunteers and secures the trust and confidence of the Board of Directors.

ESSENTIAL FUNCTIONS
- Facilitate partnership development and initiatives.
- Implement and enhance partnership engagement plan.
- Manage third-party and internal partnership inquiries.
- Maintain partnership database and report on partnership agreements.
- Make public presentations and represent the library district at community events.
- Assist with internal and external communications activities.
- Assist with the coordination of partnership and outreach events.

NON-ESSENTIAL FUNCTIONS
- Other duties and tasks as required.

SCOPE OF AUTHORITY
Work is recurring with occasional variations from the norm and involves a moderate amount of complexity. The incumbent works independently, determining their own practices and procedures, contributing to the development of new concepts and policies. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. Position has departmental budget responsibility under the direction of the Communications Manager and the Library Director and makes recommendations regarding capital expenditures. Errors could result in delay or loss of department services, poor public relations, loss of volunteers, and monetary loss.

SUPERVISORY RESPONSIBILITY
Position recruits, selects, trains, schedules and assigns tasks to volunteers.

CONTACTS/COMMUNICATION
Contacts are generally made with others both within and outside the organization. Communication takes place electronically, via the telephone, and face to face and may be on a one-to-one basis or to groups. Contacts are seldom about confidential or sensitive matters.

QUALIFICATIONS:
- Bachelor’s degree in related field; OR, Associate's degree and four years of professional experience; OR, any combination of education, training, and experience which demonstrates the candidate’s ability to perform the duties and responsibilities as described
- Excellent written and oral communication skills. Bilingual Spanish-English a plus.
- Demonstrated ability to build community relationships for an organization.
• Experience with social media is preferred.
• Strong organizational skills, self-managing administrative ability.
• Must be a team player, willing to respond quickly and flexibly to changing events and work assignments in a dynamic and challenging work environment.
• Ability to work effectively and diplomatically under pressure.
• Fluency in Microsoft Office suite.
• Experience working with volunteers.
• Ability to prepare and make public presentations.

PHYSICAL DEMAND
• Ability to perform physical tasks including frequent standing, bending, stooping and lifting up to 25 lbs.
• Ability to use a computer, including keyboarding.

JOB CONDITIONS
Work takes place in a climate-controlled library generally during daytime hours with some evening and weekend work.

FLSA STATUS
Non-exempt status.

BACKGROUND CHECK and DRUG SCREENING:
Any job offer tendered is contingent upon satisfactory completion of a background check including driving record.