



Adventist Young Professionals

Strategy & Brand Development

Partnerships Coordinator

The Partnerships Coordinator provides essential support to the Partnerships Manager and Director, helping to ensure the smooth operation of AYP's Affiliate Partnership Program. This role is ideal for someone looking to grow in project management and relationship-building skills.

Key Responsibilities:

1. **Support Operations:** Assist with the day-to-day tasks of managing the Affiliate Partnership Program, including tracking partner interactions and organizing partnership information.
2. **Coordinate Communication:** Help maintain regular communication with partners, ensuring they are informed and supported.
3. **Assist with Initiatives:** Work with the team to coordinate partner involvement in AYP events and initiatives.
4. **Administrative Tasks:** Handle administrative duties related to partnership management, such as scheduling meetings, updating records, and preparing reports.
5. **Contribute Ideas:** Provide input on improving partnership processes and enhancing partner engagement.

Time Commitment:

3-5 hours per week

Reports to:

Director of Partnerships

Qualifications:

- **Faith Commitment:** A baptized member of the Seventh-day Adventist Church who loves Jesus.
- **Detail-Oriented:** Strong organizational skills and attention to detail.
- **Communication Skills:** Good written and verbal communication skills, with a willingness to learn and grow in this area.

This volunteer role offers an excellent opportunity to gain experience in partnership management while contributing to a meaningful cause.

Location:

Remote

Time Commitment:

3-5 hours per week