

## **JOB DESCRIPTION**

JOB TITLE: Partnership Services Coordinator

REPORTS TO: President

### **SUMMARY**

The Partnership Services Coordinator will direct successful programs developed for the benefit of the Chamber partners within the business community, community stakeholders, and community partners. The Partnership Services Coordinator will also direct efforts associated with the Young Professionals Program and Chamber Connection Program.

The Partnership Services Coordinator is expected to interact closely and effectively with business representatives, agencies, elected officials, volunteers, community leaders and media.

This is a professional, salaried position which is exempt from overtime pay requirements. It requires self-supervision, policy implementation, leadership and work beyond the context of an eight-hour day without additional compensation. The Partnership Services Coordinator may work flexible hours to meet the demands of Chamber activities and fulfill their responsibilities. The Partnership Services Coordinator reports directly to the Chamber President.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Serve as an "information source" and resource to partners regarding benefits and opportunities. Answer questions and provide assistance to ensure a high level of partner satisfaction.
2. Coordinate and facilitate the Chamber's Young Professionals Program.
3. Coordinate Chamber Connectors Program.

### **GENERAL DUTIES AND RESPONSIBILITIES**

1. Helps ensure the successful growth of the Chamber's partnership.

2. Communicates effectively with all staff, business representatives, and members of the community. Responsible to assure that all organizational and business concerns are communicated in an effective and timely manner.
3. Responsible for coordinating, or assisting with, program of work for partner committees, including but not limited to:
  - a. Golf Outing (Primary Coordinator)
  - b. Annual Meeting (Assistance)
  - c. Harvest of Harmony (Assistance)
  - d. Top 35 Under 35 (Primary Coordinator)
4. Prepares and manages budgets for activities.
5. Participates in Chamber activities to promote and enhance the image and relationship of the Chamber with all groups and individuals in the community. Interacts with business partners at various Chamber events such as Business After Hours, Golf Outing, trainings, and Annual Meeting. Assembles data and causes to be prepared reports and publications in support of programs as needed.
6. Monitors and evaluates the programmatic structures and operating systems as directed by the President.
7. Influences public opinion regarding issues which impact the business community; maintains media relations to foster a favorable image for the Grand Island Area Chamber of Commerce.
8. Represents the Chamber at meetings and other public functions as necessary.
9. Responsible for identifying, coordinating, maintaining and updating Site Selection Software database.
10. Evaluates ways for Chamber services to be delivered in efficient and effective manner.

### **SUPERVISORY RESPONSIBILITIES**

Employee is responsible for coordinating his/her own work as well as providing supervisory support for Chamber volunteers.

### **EXTERNAL CONTACTS**

Position requires regular contact with various members of the business community. Employee meets with committee leaders on a regular basis to discuss goals, and to develop the monthly meeting agenda.

### **CONFIDENTIAL/SENSITIVE INFORMATION**

Employee is exposed to confidential information on a daily basis.

## **REQUIREMENTS**

Education: College degree in business, organizational management or marketing fields preferred.

Experience: Two to three years in a similar field.

On-Job Training: One year

Equipment used: Position requires use of a computer and its software, calculator, digital camera, copy machine and typewriter.

Date Prepared 6/17      Approved by \_\_\_\_\_