



DESCRIPTION OF DUTIES

Job title	Community Engagement and Partnerships Coordinator
Supervisor	<i>Director of Partnerships and Community Engagement</i>
Work Site	TecHub/Warehouse

JOB PURPOSE

The Community Engagement and Partnerships Coordinators support the efforts of Tech Exchange's community partnerships including but not limited to enterprise and partner solutions sales, eBay/bulk sales, and Tec hub sales, among other key revenue generating social enterprises of Tech Exchange. In addition, this position plays a key support role in the managing the community outreach and engagement efforts through various channels including Tech Exchange website, email newsletter, social media channels, and traditional print media. Under the direct supervision of the Director of Partnerships and Community Engagement, the Community Engagement and Partnerships Coordinator will be a key member of Tech Exchange's partnerships team, playing a supportive and collaborative role in the effective implementation of tech Exchange's programs and initiatives.

DUTIES AND RESPONSIBILITIES

Community Engagement

- Collaborate closely with Director of Partnerships and Community Engagement on key partnership relationships. Assist in ensuring commitments and services for partnerships are met.
- Develop and execute strategies to effectively engage with community members, including residents, local businesses, and organizations.
- Plan and organize community events, workshops, and meetings to gather feedback, share information, and promote active participation.
- Monitor and respond to community inquiries, concerns, and suggestions through various communication channels.
- Collaborate with internal teams to ensure community perspectives are considered in decision-making processes.

Partnership Development:

- Identify and establish partnerships with local businesses, non-profits, government agencies, and other relevant stakeholders.
- Negotiate and manage partnership agreements, outlining mutual goals, responsibilities, and benefits.
- Collaborate with partners to design joint initiatives that align with organizational objectives and community needs.
- Regularly communicate with partners to ensure ongoing collaboration and value creation.

Program Enhancement:

- Work closely with program managers to incorporate community feedback and insights into the development and improvement of initiatives.

- Assist in designing programs that address specific community needs and contribute to positive social impact.
- Evaluate the effectiveness of programs through data analysis, feedback collection, and performance metrics.
- **Communication and Outreach:**
- Develop and maintain communication materials such as newsletters, social media content, and press releases to keep the community informed about our activities.
- Utilize various platforms to raise awareness about the organization's mission, programs, and achievements.
- Represent the organization at community events, meetings, and conferences to promote our work and expand our network.
- **Data Management and Reporting:**
- Collect and analyze data related to community engagement and partnership activities.
- Prepare regular reports detailing progress, outcomes, challenges, and opportunities.
- Use data-driven insights to refine strategies and improve outcomes over time.
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- Meet weekly with Director Partnerships and Community Engagement to assess progress and troubleshoot challenges as related to the key priority areas, and needs of families
- Provide weekly reports on outreach, impact, top key issues, and common themes
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in a relevant field (e.g., community development, public relations, sociology, business administration).
- Proven experience in community engagement, partnership development, or related roles.
- Excellent interpersonal, communication, and negotiation skills.
- Strong organizational abilities with the ability to manage multiple tasks simultaneously.
- Proficiency in using communication tools, social media platforms, and Microsoft Office suite.
- Data-driven mindset with the ability to analyze and interpret relevant metrics.
- Familiarity with the local community and its dynamics is a plus.
- Ability to work independently and collaboratively within a diverse team.
- Proven proficiency in Salesforce, MS Office and google workspace suites
- Familiarity with digital divide programming and efforts across California and nationally
- Bilingual in English/Spanish Preferred

PHYSICAL REQUIREMENTS

WORK SCHEDULE

The following work schedule is tentative and may be adjusted from time to time to meet the needs of the project:

M-F 9am – 5 pm with some weekend hours expected. Must come in to Offices M-F 9 am – 5 pm.

Salary Range: \$52k - \$62K

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. The role may evolve over time to respond to the organization's changing needs.

