



We're Hiring: Partnership Coordinator (Part-Time)

Position Title: Partnership Coordinator

Position Type: Part-time Role (15 hours per week)

Location: New York City & Los Angeles (Virtual)

Start: August 2020 / September 2020

About America On Tech:

[America On Tech](#) is an award-winning, early pipeline technology talent accelerator on a mission to prepare the next generation of leaders by creating pathways into degrees and careers in technology. To date, we have worked with more than 2,500+ students by leveraging the time, talent and expertise of software engineers and developers to teach our tuition-free courses and help provide work-based internship and learning programs to promote the advancement of underrepresented students into technology. Founded in 2014, AOT's work has been featured in Forbes, CNN, The Huffington Post, TechCrunch, BET and other leading publications. AOT has also been awarded by Forbes 30 Under 30, Wells Fargo and the Brooklyn Borough President's Office.

Who We Are Looking For:

The Partnership Coordinator will report to the President and work closely with the CEO and Program Leads to develop strategy, implement and maintain AOT's existing and prospective partnerships.

Partnership Coordinator Responsibilities:

- Design and implement a strategy that will connect and nurture relations with AOT's existing / new partners
- Design and execute on a data collection strategy to help track the outcomes of AOT's partnerships annually
- Produce partnership materials (decks, one-pagers, reports, etc.)
- Build and maintain relationships with existing and prospective partners
- Maintain a database of existing and prospective partners
- Act as a liaison between AOT's corporate and community partners
- Coordinate all administrative functions of the partnership lifecycle including implementation of partner programs
- Administer surveys to partners to benchmark performance in alignment with expected outcomes
- Provide support across AOT's teams on an as needed basis

Qualifications:

- 1-3 years of experience in partnerships, hospitality, or similar roles
- Proficiency in Microsoft Office and Google Suite (especially Google Docs, Google Sheets, and Google Slides).
- Proficiency with Salesforce (preferred) or other CRM databases
- Proficiency with Canva and other design softwares
- Strong project management (Monday.com) and organizational skills, with an ability to juggle competing priorities
- Superior interpersonal, customer service and community relationship-building abilities
- Proficiency in oral and written presentation skills with an eye for cultural competency
- Ability to collaborate and work effectively in a fast-paced team environment

Education:

- Relevant Bachelor's Degree; Master's degree preferred.

How to Apply

Please submit your resume and cover letter here: <https://www.americaontech.org/partnershipcoordinator.html>

All applicants will be considered. Only those selected for an interview will be contacted. AOT is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.