

## **PARTNERSHIPS ASSOCIATE – Volunteer Management JOB DESCRIPTION**

Project Transformation seeks a part-time Partnerships Associate to work supporting the Executive Director and Partnership Team 20-25 hours per week. The Partnerships Associate position is non-exempt and pays \$12-15 per hour, depending on experience.

### **ACCOUNTABILITY:**

The Partnerships Associate – Volunteer Management is directly accountable to the Volunteer and Partner Church Engagement Manager.

### **ESSENTIAL RESPONSIBILITIES:**

1. Provide general administrative support to the Volunteer and Partner Church Engagement Manager.
2. Input and maintain partnership records (e.g., volunteer information).
3. Assist with collecting data and feedback from volunteers regarding their engagement with and perception of Project Transformation's brand.
4. Assist with communications and marketing, and public relations efforts, using brand voice and style.
5. Assist with cultivation, collection, and archival of stories of impact.
6. Assist with cultivation, collection, and distribution of artwork for volunteer and donor appreciation.
7. Assist with special events, as needed.
8. Generate regular reports from SalesForce for Partnership Team and manage recordkeeping of volunteer appreciation processes.
9. Prepare reports and materials as necessary for board and staff to engage in partner appreciation efforts.
10. Assist with volunteer coordination and management.
11. Create agenda for weekly Partnership Team meeting.
12. Assist with updating and managing alumni database, as needed.
13. Assist with tracking Partnership Team activities and efforts and updating shared calendar, and assist with migration of this tracking to SalesForce.
14. Assist with special projects, as assigned.

### **ESSENTIAL QUALIFICATIONS:**

1. Ability to represent Project Transformation's mission and programs to donors and volunteers.
2. Poised and comfortable relating to a variety of people in multiple settings.
3. Excellent written, interpersonal and communication skills.
4. Problem solver who is organized, methodical, and detail oriented.
5. Proactive and strategic about finding and telling Project Transformation's stories across communications platforms.
6. Proficiency in Microsoft excel.
7. Familiarity with SalesForce (CRM platform) a plus.
8. Ability to establish priorities, work independently, and proceed with objectives without supervision.

In order to uphold the mission and values adopted by Project Transformation, the Partnerships Associate will:

- Embrace and integrate Project Transformation's core values into his/her work practices.
- Join PT staff in creating a nurturing, supportive work environment for PT Corps Members, volunteers, partner and site churches, work-study students, children, and staff.

To apply, email resume to Lynne Rhodes, [rhodes@ptnorthtexas.org](mailto:rhodes@ptnorthtexas.org).