

Coordinator Role

**Position Title: Partnerships Coordinator**

Term: 15 months

Reports To: Director of Special Events

Voting Position: No

Supervisory Duties: No

Committee Members: No

Executive Committee: No

Board Appointed: No

**Description:**

The Partnerships Coordinator increases visibility of the chapter by building strong relationships with local and National partners.

**Time Commitment:**

5-10 hours on average per month, increasing to an average of 10-20 hours during months that partnership events are scheduled

**Key Competencies:**

Relationship Building, Event Coordination, Communication

**Primary Responsibilities:**

* Establish relationships with local professional associations that support the broad range of competencies within ATD such as: coaching, organizational development, evaluation and measurement, instructional design, etc.
* Identify at least 2 opportunities per calendar year for ATD Puget Sound to co-sponsor events or activities with partners
* Learn best practices from established partners and share learnings with ATDps Board
* Work collaboratively with other Board members to ensure volunteer resources are secured well in advance of partnership events
* Work collaboratively with the Director of Communications to ensure materials are updated, printed and ready for distribution at partnership events
* Promote partnerships and related events/ activities through ATDps social media, the website and other forms of communication by working with Director of Communications

**Success Measures:**

* Establishes partnerships with at least 3 professional associations in a calendar year
* Attends at least one Board meeting to share best practices learned
* ATDps co-sponsors 2 events/ activities per calendar year with professional partners
* Co-sponsored events are promoted on website at least 6 weeks in advance
* All events/ partnerships are published/ promoted in newsletter and chapter’s social media
* Works collaboratively and respectfully with Board members and other volunteers

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| **Privileges:** | **Additional Expectations:** |
| Free attendance at Partnership events | Member of ATD Puget Sound chapter for term |
| Position listed on resume and LinkedIn | Post comments/ engage in chapter’s social media |
| Potential for career pathing to other Board roles | Meet success measures listed above |