



## **Job Posting**

### **Strategic Partnership Coordinator**

Cincinnati Works is a nonprofit organization that brings hope and encouragement to people living in poverty through a network of comprehensive employment services and over 75 employer partnerships. Founded in 1996 by Dave and Liane Phillips, the organization has helped thousands of job seekers in poverty find employment and work toward economic self-sufficiency.

We are seeking an individual who will be responsible for community partnership development & day to day management for our Strategic Partnership programs including Phoenix (CIRV), The Care Center and Dress for Success. Each of these partnerships provides us the opportunity to serve additional individuals who may not traditionally access our Workforce Development programming. Phoenix is a program of Cincinnati Works to reduce gun violence by offering alternatives to those living, or at risk of living, a life involved in crime and violence. The Care Center serves individuals living in suburban communities and Dress for Success has a program focus of supporting women through community building. This role will work extensively with external stakeholders and community partners involved in serving these populations as well as supporting the Phoenix Outreach Coordinator and Mentor and coordinating the day to day functions of the Career Center Coordinator. We are looking for someone who possess the following education and skills.

- 2-5 years' experience in service or program coordination, coaching and/or career pathways or educational advising.
- Demonstrates strong experience or understanding of the principles of networking, barrier mitigation, and education and skill exploration supported by good research techniques, analysis and planning skills.
- Experience working with committees or partnerships involving multiple organizations/stakeholders.
- Must be able to relate to those with lived experience related to poverty, foster care, gun violence, gangs, drugs and other illegal activities and be willing and able to support others along their journey out of 'the lifestyle'.
- A Bachelor's degree or equivalent work experienced in human resources/services related disciplines, and/or training which demonstrates the ability to perform the duties as described.
- Demonstrated experience in managing projects and coordinating the activities of multiple team Members to complete a project.
- High attention to detail, excellent organizational skills, creativity and innovation.
- Excellent verbal and written communication skills; ability to prepare correspondence.
- Experience working with and an understanding of at-risk individuals, their lifestyle structures and dynamics, and a familiarity of community resources to support Members transition.
- Ability to operate under pressure and meet deadlines.

- Ability to utilize a variety of Microsoft Office Suite software, Salesforce, and others as identified to conduct research and document, produce business papers, reporting, and to create, maintain, monitor and execute communication through a variety platforms and formats.
- Ability to manage work through effective time management techniques, able to work independently and meet deadlines and/or coordination of simultaneous projects with times of high levels of mental and/or emotional stress.
- Good research techniques, analysis and planning skills.
- Self-motivated and enthusiastic.

Qualified candidates should submit their cover letter and resume to [Cincinnati Works Career Page](#).