

YWIL TWU Job Description

Title: Partner Relations Coordinator	Location: Trinity Western University
Department: External Relations	Reporting to: VP of External Relations
Required Commitment: 2-4 hours per week	Employment Type: Student

Position Summary

The Partner Relations Coordinator will be responsible for maintaining current partner and sponsor relationships that YWiL has established as well as seeking out new sponsorship opportunities. The coordinator will assist the VP of External Relations to research and reach out to potential sponsors with the goal of developing a strong network of financial support. Additionally, the coordinator will collaborate with the VP of External Relations to send out a monthly newsletter updating sponsors and partners with the work that YWiL is doing and highlighting any upcoming events. They will be the direct point of contact between YWiL and current/previous sponsors and will invite said partners to YWiL events. The coordinator will innovate new ways in which YWiL can continue to show appreciation to its partners and their ongoing support.

Essential Duties and Responsibilities

- Send out monthly newsletter to all partners and sponsors of YWiL
- Innovate new strategies to show appreciation to sponsors
- Research and seek out new sponsorship opportunities for YWiL
- Send emails to previous and potential new sponsors to establish sponsorships, & maintain these relationships throughout the year
- Organize, update and upload all relevant documents to the Google Drive
- Assist the VP of External Relations where necessary
- Attend scheduled Department team meetings

Education Requirements

Must be in second year standing (or higher) as of Fall 2022. Any major and/or specialization can apply.

Experience Requirements

- Experience with external relations considered an asset
- Previous club involvement considered an asset
- Previous student leadership roles considered an asset
- Current YWiL member considered an asset
- Internship/work in public/external relations, marketing, donor relations, administration or any other business field is considered an asset

Skills and Abilities

- Strong verbal and written communication skills
- Friendly, good representative of YWiL to partners
- Very organized
- Diligent in following through with tasks
- Effective time manager, can manage multiple tasks at once
- Is self-sufficient/does not need to be reminded to complete tasks

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee's Signature: _____ Date (mm/dd/yy):

President's Signature: _____ Date (mm/dd/yy):