

OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • operationbreakthrough.org

Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., applications can be found on our website.

Community Engagement and Partnership Coordinator **Exempt - Full Time**

JOB SUMMARY:

The Partnership Coordinator collaborates with staff, community members, local and regional business partners, schools, and other non-profits to develop programs and opportunities to enhance student and family success in the areas of the Arts, Health and Wellness and STEM.

QUALIFICATIONS:

- Bachelor's Degree (Masters Preferred)
- Documented experience coordinating and/or developing partnerships
- Strong verbal and written communication skills
- Strong interpersonal skills and ability to interact effectively with diverse populations
- Excellent organization and time management skills
- High level of self-motivation and ability to work with minimal supervision
- Ability to work a flexible schedule including evenings and weekends
- Basic computer skills, including Microsoft Office programs
- Familiarity with website and social media content
- Creativity to build new programs and partnerships as need dictates
- Knowledge of opportunities for partnerships across the Arts, Health and Wellness, and STEM.

ESSENTIAL FUNCTIONS:

- Develop, manage, schedule, and implements partnership opportunities for Operation Breakthrough
- Coordinates services to provide a variety of student, family, and community involvement opportunities
- Coordinates communication with the Operation Breakthrough marketing and communications staff to communicate partnership opportunities and impact
- Collaborates and shares information with stakeholders including staff, students, families and the broader community
- Acts as a liaison between Operation Breakthrough, families, the community and outside community organizations and businesses
- Coordinates with the volunteer coordinator to plan and execute volunteer events, after school classes/events, enrichment opportunities and other events
- Recruits family and community volunteers for events as needed
- Other duties as assigned.

WORKING CONDITIONS: Office and classroom setting.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.