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**Position Description**

**Title:** Partnership and Outreach Coordinator (part-time)

**Reports To:** President

**Date:** July 2021

**Position Summary:**

Facilitate all partnerships with churches and other ministries. Coordinate and implement all promotion and communication with Scripture Union ministry partners.

Also, with God’s help, maintain a lifestyle consistent with biblical principles, and keep a healthy balance between spiritual, family, intellectual and personal life.

**Principal Duties and Responsibilities:**

1. Children and Youth Outreach programs – Maintain regular communication with current and potential partners who are running PrimeTime and/or SuperKids outreach programs. Provide up-to-date materials and coordinate on-site training with designated field staff.
2. Partner Training Sessions – Coordinate promotion and registration for virtual training sessions. Follow up with attendees based upon feedback regarding program participation.
3. Launch of new programs with partners – Create and implement a plan to promote new outreach programs to potential partners. Provide materials and support for launch events and ongoing programming.
4. E100 and other essential resources – Develop and implement a plan to engage more churches with the Essential series. Provide ongoing support to the participating churches and compile statistics and comments from each church.
5. Food Distribution partnerships – Coordinate distribution of seasonal resources to partner ministries who are providing food to their communities.
6. Database updates for existing partners; set up of database and email records for new partners and contacts. Maintain up-to-date records in the Kindful database as well as the Mailchimp Email lists to improve continued communication.