



# Community Partner Coordinator

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Community Partner Coordinator builds and maintains relationships with community partners to provide career and financial workshops for residents living in Tubman's shelters and transitional housing. The Coordinator has the option to do direct service with residents as they collaborate with nonprofit and for-profit community organizations to coordinate workshops.

### **Impact & Benefits**

- Gain administrative and leadership experience in a nonprofit social service organization
- Cultivate relationships with partner organizations to increase resources and programs available to Tubman clients
- Gain perspective around social justice issues while providing educational and informational opportunities to shelter residents
- Learn to effectively document services in a client database

### **Position Responsibilities**

- Develop partnerships with local organizations to offer our clients educational and financial services and outside employment
- Build relationships with residents, referring them to partner organizations and resources
- Advertise events, workshops, and meetings to Tubman clients
- Schedule and supervise workshops to ensure quality and effectiveness

## *Qualifications & Expectations*

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### **Position Qualifications:**

- Desire to increase services, resources, and information for families experiencing domestic violence
- High level of organization and communication skills
- Ability to be assertive and work independently in a fast-paced environment
- Ability and willingness to listen actively and respond appropriately to clients and facilitators
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

### **Time Commitment & Availability**

- Ten hours per week on Tuesdays and Thursdays with weekday daytime availability, six month minimum commitment

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Supervision provided by the Jobs, Education, and Finance Coordinator

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org).

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.