



## ***BLU Educational Foundation***

### **POSITION: Community Partnerships Coordinator**

#### **PROGRAM OVERVIEW**

BLU Educational Foundation sees civic engagement and leadership as key to developing engaged and informed students, while also providing them with the guidance and support needed to pursue their college and career goals. BLU's signature program, the College Exodus Project (CEP), assists students in obtaining undergraduate or graduate degrees from accredited colleges and universities, with the intent that they contribute to the Inland Empire economy through entrepreneurship, employment, internships, and/or volunteer service.

#### **POSITION SUMMARY**

The Community Partnerships Coordinator will be responsible for developing relationships with nonprofit organizations, faith-based organizations, businesses and other community service groups to provide a system of support and enrichment opportunities for youth and their families. The Coordinator will work with BLU staff and partners to coordinate opportunities to increase college access and program participation. This position requires someone that has experience in community partnerships, project management and/or sales and marketing.

#### **RESPONSIBILITIES**

##### **Program Management**

- Identify and develop partnerships for youth enrichment opportunities
- Establish and coordinate partnership opportunities to maximize student success
- Market BLU's College Exodus Project and partnership opportunities to colleges, non-profits, public and private business, and government via promotional events, presentations, and involvement in community activities
- Develop and implement BLU's Inland Empire Black College & Career Network (BCCAN) project
- Establish, develop and manage partner agreements
- Create, implement, and monitor partner recruitment, onboarding, and service delivery
- Ensure partners are in compliance with grant or contract requirements
- Convene regular meetings of key partners and sub-contractors
- Identify and/or provide Technical Assistance for partners

##### **Data and Reports**

- Create and manage a database of all students and partners participating in key programs
- Develop, monitor and communicate program objectives, metrics, expectations, and milestones associated with partnerships to key stakeholders and staff on a monthly basis
- Stay abreast of emerging trends in business and industry
- Compile program quantitative and qualitative data to create an annual year-end report

##### **Other**

- Serve as a BLU liaison on college access, student success and/or community collaboratives
- Assist with grant writing and fund development
- Other duties and responsibilities as assigned

#### **QUALIFICATIONS**

- MUST enjoy and be willing to effectively engage with the Black, Indigenous, Latinx and other underrepresented/underserved communities
- Must carry self in a professional and ethical manner
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are a must!
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint) & Google Suite programs, the Internet for research, and email functions for correspondence



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### **QUALIFICATIONS (cont.)**

- Ability to create and carry out presentations before groups
- Excellent written, analytical, oral and interpersonal communication skills
- Ability to communicate and work cooperatively with staff, community partners, k12 and higher education institutions, parents, and organizational allies.
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to work collaboratively in a team
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multitask and work independently in an effective manner under pressure

### **REQUIREMENTS**

**Education:** Bachelor's Degree from a regionally accredited college or university

**Experience:** Must have demonstrated work experience, confidence and success in working with youth and young adults, families and communities of color.

AND

Five years of experience in fields related to student services, career services, business partnerships, community engagement or a related field.

AND

A minimum of two years of experience in staff supervision/management and leading employees to reach performance goals.

Candidates must pass a TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

### **SALARY AND BENEFITS**

This is a full-time position with an annual salary range of \$62,400-\$74,880 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

### **WORK SCHEDULE**

30-40 hours per week during the school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

**APPLICATION PROCESS:** This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

**How to Apply:** Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth/communities; and 2) future career goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: [info@BLUedfoundation.org](mailto:info@BLUedfoundation.org)  
**For information, please visit [www.BLUedFoundation.org](http://www.BLUedFoundation.org)**