



JOB DESCRIPTION

Position Title

Coordinator, Community Partnerships

Reporting To

Director of Marketing and Communications

Location

Various

Hours per month

2-4

ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

POSITION SUMMARY

Partnerships are essential to the success of our work and that is why we are currently seeking a volunteer Coordinator for Community Partnerships. The Coordinator will be responsible for strategically engaging with key stakeholders including nonprofits, post-secondary institutions, community organizations. If you're someone looking to grow your network of city-builders, this is the role for you.

DUTIES & RESPONSIBILITIES

The responsibilities for this role will include developing a community partnership plan, building stakeholder contact lists, communicating as needed with those on the contact list through writing quarterly newsletter content, meeting with stakeholders, coordinating workshops, and developing metrics.

QUALIFICATIONS

- Graduated or enrolled in a University degree or College diploma or certificate program
- Effective oral and written communication skills
- Strong strategic, analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including operating Google Suite
- Willingness to learn about the nonprofit sector