



Partnership Coordinator

Mission and Vision: The mission of Wallin Education Partners is to ensure college and career success for high-potential students from low-income backgrounds, and through our efforts help build diverse, equitable, and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. Our vision is to create a diverse, ever-expanding community of scholars and educated citizens with the skills, leadership, and dedication needed to build a stronger tomorrow.

Organization: Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. With a 91% six-year graduation rate compared to 64% nationally, Wallin Education Partners is one of the most effective college completion programs in the country. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for lower-income students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college journeys.

Primary Responsibilities: The Partnership Coordinator is responsible for building capacity and growth in external relations and employer partnerships, for prospecting and matching students to project, internship, and other career opportunities, and for acting as a key liaison between employer partners and the internal program team at Wallin. This position reports to the Career Development Manager.

Employer Partner and Liaison Work (50%)

- Responsible for providing high quality support for employer partners engaging in all Wallin college-to-career partnerships and activities.
- Act as a key liaison that drives effective and efficient communication with the Wallin team and employer partners.
- Coordinate UpTurnships activities to enhance employer experience and employer/scholar relationships. Activities include:
 - Prospect and match UpTurnships candidates to project and internship opportunities, track & analyze key outcome measures, work in partnership with employer partners to track and update hiring process and status.
 - Update supervisor materials and lead supervisor orientation.
 - Create, administer, and compile employer supervisor feedback.
 - Collaborate with Wallin program coordinators to facilitate program and participant management.
- Work closely with the career development manager to identify opportunities for creative college-to-career activities for employer partners. Facilitate the preparation and execution of identified activities paying special attention to ensure that both scholars and employer partners have a positive and impactful experience.

UpTurnships Administrative Support (25%)

- Utilize customer relationship management (CRM) system to record all new contacts and prospects, maintain and compile contact information and employer profiles, and record all communications.
- Create and update PowerPoint decks and other presentations in preparation for key partner meetings.
- Track key performance data and report on projects and internships for internal and external use.
- Provide additional support as needed:
 - Support work with individual partners and meetings including preparing reports and key talking points.
 - Assist with grant data.
 - Assist in other college-to-career activities including strategy, communications, logistics, etc.

Employment Services (15%)

- In collaboration with other Wallin alumni-facing staff, work with program alumni to identify employment goals and opportunities, update resumes, identify and address barriers to employment, and maintain monthly communications to ensure success.
- Work with employer partners and Wallin staff to ensure partner job opportunity postings are current and listed in the appropriate scholar-facing communications.
- Record and track scholar employment data in CRM.

Special Projects (10%)

- Work closely with the full career team to plan and execute the annual Wallin career fair.
- Assist in the planning and execution of any other career-facing events.
- Other special projects as assigned.

Minimum Qualifications and Experience:

- Bachelor's degree in related field.
- At least two years of experience in workforce development, communication, partnership development, project management, research, and/or related experience.
- Excellent interpersonal, collaboration, and relationship-building skills to effectively establish and maintain working relationships with a diverse group/variety of people and personalities, including developing relationships with employer partners, program participants, and staff.
- Possess a thorough, organized and detail-oriented approach to work; able to establish and maintain priorities.
- Strong capacity to meet the needs of a high growth, innovative organization through development and documentation of streamlined processes/workflows/decisions.
- Proven critical thinking and problem-solving skills.
- Strong racial equity and cultural competency.
- Proficient technical skills in Office 365 including SharePoint, Teams, Outlook, and Microsoft Suite. Must be able to easily learn in-house programs that organize information.
- Skilled in video conferencing using tools such as Teams and Zoom.

Preferred Qualifications and Experience:

- Experience with Slate, Salesforce or other CRM (customer relationship management system) for data tracking and reporting.
- Continuous learner and adaptable to change.
- Beyond the basic qualifications, candidates must demonstrate a commitment to Wallin Education Partner's mission and values—and a commitment to diversity, equity, and inclusion through learning, training, and dialog on an ongoing basis.

Compensation: \$48,000 - \$54,000 annually

Wallin Education Partners offers employees a generous benefit package including group health insurance, dental insurance, long- and short-term disability insurance, and a 401K plan.

Additional Info: Wallin employees are currently working in a hybrid capacity. For further information on Wallin, please visit www.wallinpartners.org.

How to Apply: If interested, please forward cover letter and resume to Caitlin Cardinal, Operations Manager at hr@wallinpartners.org and include Partnership Coordinator in the subject line; or mail to Wallin Education Partners, 451 Lexington Parkway North, Suite 100, Saint Paul, MN 55104.

Wallin Education Partners is an Equal Opportunity Employer and is committed to providing a work environment that is free from harassment and discrimination. Wallin Education Partners provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation, or any other characteristic protected by law.