



PROJECT HOPE ALLIANCE, COSTA MESA, CA
Ending the cycle of homelessness, one child at a time.

PHA Philosophies:

- We start with the conviction that ***all things are possible*** for children experiencing homelessness.
- We believe ***our investment in children will yield a present and future dividend***. We end homelessness today by housing families and prevent homelessness tomorrow by journeying with their children into a future that does not include homelessness.
- All of our focus is on ***ensuring that children experiencing homelessness do not become adults who experience homelessness***; our work is to be ***generational disruptors***.
- We ***serve children birth to age 24*** because we ***believe journeying with them to adulthood will disrupt generational homelessness***.
- ***We help children by supporting their parents***. At the same time, we resource the parent only if it benefits the children.
- We are ***called to*** provide children with opportunities and eliminate barriers, so they are ***free to believe*** that ***all things are possible for themselves***. We ***walk alongside families and children in partnership***, giving them ***dignity while fostering independence, stability, and HOPE***.
- Our ***work is not finished*** until our ***community is able to meet the needs for the housing, educational, social-emotional, opportunity, health, and esteem needs of children***. Our greatest achievement would be to be no longer needed.

Job Title: Partnership Coordinator

Reports to: Chief Partnership Officer

FSLA Classification FT, Nonexempt

Supervises Others: No

Position Summary

The Partnership Coordinator supports Project Hope Alliance's mission by coordinating community engagement efforts, maintaining partnership resources, and supporting the implementation of professional development and outreach initiatives. Working closely with the Chief Partnership Officer and Partnership Manager, this role helps strengthen relationships with educators, community organizations, and public partners through exceptional coordination, communication, and follow-through.

The Partnership Coordinator serves as the operational backbone of the Partnership Team by coordinating community resource events, maintaining partnership records and databases, supporting training logistics, and ensuring partnerships are effectively stewarded. This position is ideal for a highly organized, proactive, and relationship-oriented professional who enjoys

connecting people to resources, managing multiple projects, and representing Project Hope Alliance in the community.

Job Duties

Community Engagement & Outreach

- Coordinate Project Hope Alliance's participation in community resource fairs, outreach events, and partner engagement opportunities.
- Represent Project Hope Alliance at community events and networking opportunities.
- Assist with cultivating relationships with educators, community partners, and local organizations through ongoing communication and engagement.

Professional Development Coordination

- Coordinate logistics for trainings, workshops, conferences, and professional learning opportunities.
- Assist in preparing presentations, educational materials, and participant resources.
- Co-facilitate trainings and workshops as appropriate.
- Collect participant feedback and support evaluation efforts.

Resource Coordination

- Maintain and regularly update Project Hope Alliance's community resource database.
- Identify new community resources and referral opportunities in collaboration with the Program Team.
- Communicate new and updated resources to staff.

Partnership Administration

- Maintain accurate partnership records, contacts, and engagement history within Salesforce.
- Coordinate partnership meetings, schedules, agendas, and follow-up communications.
- Track partnership activities and assist with reporting and documentation.

Organizational Support

- Support special projects, community initiatives, and partnership events.
- Collaborate with Program, Development, Operations, and Data & Impact teams to support organizational priorities.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Communications, Education, Human Services, Social Work, Public Relations, Nonprofit Management, or related field required.
- Two to four years of experience in community engagement, outreach, event coordination, education, nonprofit programs, or related work.
- Experience facilitating presentations, workshops, or community meetings preferred.
- Strong organizational and project coordination skills with exceptional attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Experience maintaining databases (Salesforce preferred) and managing multiple projects simultaneously.
- Demonstrated initiative, professionalism, and ability to work both independently and collaboratively.

- Passion for serving children and youth experiencing homelessness and commitment to Project Hope Alliance's mission. Requires excellent organizational and communications skills as well as initiative.
- Ability and willingness to work evenings and weekends as required for the job.
- Access to a car with current California driver's license and automobile insurance.

Physical Requirements

This is largely a sedentary position that requires the ability to speak, hear, and see, and to lift small objects up to 20 lbs. May require the ability to travel locally and/or regionally. The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Salary Requirements

Salary Range: Salary is commensurate with experience and between \$57,000-\$61,000