

Our dynamic and fast-growing small business is looking for a Partnership Coordinator Intern for our Portland, Oregon office to work on the GoGreen Conference and our client events. If you are a go-getter with a passion for sustainability, can keep pace with a flurry of duties and responsibilities, are tech savvy and have an innate sense for what needs to be done, this job's for you! You must thrive in a small-office environment, be a team player, intuitive driver and enjoy the start-up atmosphere.

The ideal candidate will have a can-do attitude and know how to take initiative to complete objectives, collaborate with a variety of personalities and be able to prioritize multiple tasks and responsibilities. Strong verbal and written communication skills are a must along with supreme attention to detail and the ability to learn new disciplines, processes and systems. Having a love and strong proficiency in sustainability trends is a huge plus!

## Partnership Coordinator Intern

---

<b>Employment Type:</b>	<b>20-40 hours/week   Monthly Stipend</b>
<b>Reports To:</b>	Partnership Manager
<b>Personnel managed:</b>	Yes

---

### Opportunity

Support partner acquisition efforts in order to achieve company partnership and revenue goals. Provide thorough research, effective communications and deliver sales tasks in a timely, quality fashion.

### Responsibilities

- o Extensive research to determine potential sponsors, exhibitors and community partners to target for events; determine decision-makers to meet with for each company.
- o Set up sponsor calls or meetings with prospective leads for the Partnership Manager.
- o Update Event Reports on a daily basis, as progress and commitments are made.
- o Responsive, timely follow-up on sales calls and meeting confirmations.
- o Support the Partnership Manager in securing partner confirmations, using company processes and templates.
- o Provide daily and weekly updates to Partnership Manager and team as relates to partner status, issues and goals.
- o Prepare partnership materials for distribution to potential clients and sponsors.
- o Provide onsite event support, as needed.
- o Actively use company systems to manage projects, i.e. Basecamp, Google Docs and Harvest time tracker.

### **Skills and Abilities Required**

- Strong project management, customer service and relationship building skills.
- Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences.
- Exceptionally detail-oriented and organized, ensuring quality and consistent output.
- Ability to effectively solve problems, make decisions and take action, exercising independent judgment.
- Ability to maintain a professional attitude and work independently with little guidance in a fast paced, changing environment.
- Proficiency in MS Office applications (Word, Excel and PowerPoint).

### **Qualifications and Experience Required**

- Four-year college or university degree in Business, Marketing or Communications; an equivalent combination of education and/or experience may be substituted for a degree.
- Strong work ethic, making the most of time in the office.
- Customer Service, sales or clerical experience preferred.
- Knowledge of the event industry preferred.

### **To Apply**

Send resume, cover letter and salary history to [jobs@socialenterprises.net](mailto:jobs@socialenterprises.net). Only emailed responses will be accepted, direct correspondence to "Hiring Manager" and subject line must read, "Partnership Coordinator Intern". Social Enterprises Inc. is an equal opportunity employer.