



POSITION DESCRIPTION

Title: Partner Relations Coordinator
Reports To: Manager of Informatics and Operations
FLSA Status: Hourly

Key Objective:

This position is focused on developing and supporting partner relationships, developing and supporting outreach strategies, and managing the implementation of various data projects with PHIX's partners.

Key Responsibilities:

- Developing outreach strategies for potential new partners, including managing the development of marketing materials and social media strategies to support outreach.
- Managing and supporting relationships with PHIX's partners and potential partners.
- Developing and implementing strategies to engage key community leaders to increase awareness of PHIX's work.
- Working closely with PHIX's leadership and subject matter experts to determine the business needs of partners.
- Training PHIX users at all levels of partner organizations on how to use various PHIX programs. PHIX users include physicians, nurses, medical assistants, and other clinical providers and administrative staff.
- Managing support needs of partners and facilitating troubleshooting as necessary.
- Supporting PHIX's daily operations, including coordinating PHIX staff members to ensure that projects are completed as expected in a timely manner.
- Other duties and responsibilities as assigned.

Qualifications:

- Able to learn in a fast-paced, team environment
- Bachelors in marketing, communications, political science, economics, computer science, engineering, business, health information technology, nursing, data science, or related field.
- Ability to problem-solve and clearly communicate potential solutions.
- Ability to work on a team.

Competencies:

- Ability to prioritize and manage work against a plan.
- Flexible and responsible work ethic in order to achieve objectives.
- Comfortable in a team environment

Working Conditions:

- Evening and weekend work may be required.
- Repetitive motion in the operation of a computer.



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- Frequent sitting required, occasional standing, bending and stooping.
- Work conducted in office environment with occasional in-town travel.