



POSITION DESCRIPTION

Title: Partner Relations Coordinator
Reports To: Manager of Informatics and Operations
FLSA Status: Hourly
Part-Time or Full-Time

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.
- 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, other related fields or equivalent experience
- 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.

To apply:

Please email resume to info@phixnetwork.org.

The description provides a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.