



Partnership Coordinator

Overview of Hand2Hand

Hand2Hand is a Christian faith-based organization that provides weekend food to 15,000 students across 280 schools in 8 counties throughout West Michigan. Hand2Hand mobilizes churches, schools, individuals, and businesses to collaborate in the shared mission of ending weekend hunger for children ages 3 to 18.

Job Purpose

The Partnership Coordinator plays a vital role in fostering strong relationships between Hand2Hand and its school and church partners. This position ensures effective communication, logistical support, and coordination for partnership events, advisory meetings, and training sessions. By managing key administrative tasks—such as digital permission slips, student tracking, and Hub logistics—the coordinator helps maintain seamless program operations. With a heart for serving the community, this role also provides a welcoming presence at the office, supports visitors, and assists with general inquiries. The ideal candidate is highly organized, adaptable, and passionate about advancing Hand2Hand's mission to serve students with excellence.

Job Responsibilities

- Strong communication skills, including verbal, interpersonal, written, and email communication.
- Assist in planning and executing two major Partnership Events, Coordinator Advisory Committee meetings, and New Partnership training sessions.
- Manage the Hand2Hand Assistance program by serving as the primary point person between Hand2Hand and school partners, ensuring clear communication and effective collaboration.
- Support the church partnership team with Hub logistics, including reporting, text, and email reminders.
- Manage the distribution of digital permission slips and track student counts continuously.
- Provide support to the Director of Church Partnerships and Partnership Managers.
- Thrive in a goal-oriented, measurable work environment.
- Provide a warm and welcoming presence for office visitors.
- Answer phones and assist with general inquiries as needed.

Qualifications

- Excellent organizational and communication skills.
- Creative problem-solver with the ability to develop effective plans and solutions.
- Self-motivated, adaptable, and capable of working both independently and collaboratively.
- Proven ability to manage multiple projects simultaneously in a fast-paced environment.
- Proficiency in Google Workspace (Docs, Sheets, Slides, etc.).
- Experience with Salesforce, Constant Contact, and Canva is a plus.
- An associate's degree (or equivalent work experience) is preferred.
- Strong interpersonal skills with the ability to engage effectively with Hand2Hand staff, church partners, and school partners.



Benefits

- Competitive salary based on experience
- Health benefits (medical, dental, vision)
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

How to Apply

If you are passionate about making a difference in the lives of children and families, we would love to hear from you! Please submit your resume, cover letter, and relevant references to Michelle Hauch, Director of Finance & Administration, at michelle@h2hkids.org.

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.