



Partnership Support 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 Support 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, the coordinator helps maintain seamless program operations. The ideal candidate is highly organized, adaptable, and passionate about advancing Hand2Hand's mission to serve students with excellence.

Job Responsibilities

- Represent Hand2Hand well by demonstrating the four core values daily. (Prayer-Focused, Wise Stewardship, Relational Partnerships, and Servant Leadership)
- Manage Facebook Coordinator Page & Coordinator Newsletter
- Assist in planning and executing two major Partnership Events, Coordinator Advisory Committee meetings, and New Partnership training sessions.
- Manage the Central Schools by serving as the point of contact between the schools, volunteers, and Hand2Hand, ensuring clear communication and effective collaboration.
- Manage the digital permission slip email and communication with schools and coordinators.
- Continuously track student counts and update in the Database
- Provide support to the Director of Church Partnerships and Partnership Managers.
- Thrive in a goal-oriented, measurable work environment.

Qualifications

- Strong communication skills, including verbal, interpersonal, written, and email communication.
- Excellent organizational.
- 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.).
- Preferred 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.