

# Job Announcement

## Partnerships & Outreach Coordinator



<b>Location:</b>	Carlisle, Pennsylvania
<b>Sector:</b>	Nonprofit/Philanthropy
<b>Employee Type:</b>	40 hours per week
<b>Posting Date:</b>	June 3, 2026
<b>Salary Range:</b>	\$59,000 to \$64,000

### JOB OVERVIEW

The Partnership for Better Health is seeking a Partnerships & Outreach Coordinator to build and manage relationships with diverse stakeholders and supports coalitions to advance shared goals. This position will act as a liaison between organizations, identifying community needs, fostering partnerships, and amplifying voices within coalition initiatives.

Candidates with diverse backgrounds are encouraged to apply. We are respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, national origin, age and other characteristics.

The Partnership for Better Health offers an attractive compensation and full benefits package, including competitive salary, paid-time-off, employee wellness, medical, dental and life insurances, and retirement benefits. Salary is negotiable subject to experience. This position is hybrid with at least two days in the office, and is expected to be able to travel locally and regionally to carry out duties throughout the work week.

### ORGANIZATIONAL BACKGROUND

The Partnership for Better Health's mission is to champion and invest in ideas, initiatives and collaborations to advance equity and improve the health of the people and communities in our region. Established in 2001, the foundation has made over \$54 million in grants to organizations throughout South Central Pennsylvania. We bring our mission to life by serving as a catalyst, advocate, and steward to promote health equity and justice, towards ensuring that everyone in our community has the opportunity to reach their highest potential for health. We are a welcoming, inclusive, and mission-driven organization.

### Essential Duties – What You Will Do

Honor and help bring to life the Partnership for Better Health's values of diversity, equity, justice, and inclusion. Contribute to a welcoming and equitable organization that reflects and supports our community. Collaborate with others to foster an open and inclusive environment that provides a place of belonging and connection for employees, volunteers, and the many communities served.

**Coalition Management:** Manages the day-to-day operations of one or more local coalition(s) to achieve specific community goals. Responsibilities include organizing meetings, engaging stakeholders, drafting reports, and facilitating initiatives in support of local coalition leadership.

- **Meeting Coordination:** Schedule, plan, and facilitate coalition meetings, workgroup committees, and training sessions. Send calendar invites.

- **Member Engagement:** Recruit, engage, and maintain relationships with diverse community stakeholders, including youth, parents, and volunteers.
- **Administrative Support:** Draft agendas, prepare talking points, record meeting notes, maintain records, manage the budget, and prepare reports.
- **Strategic Planning:** Guide members in developing and executing action plans, goals, and objectives.
- **Communication & Outreach:** Maintain websites, develop informational materials, and manage social media, in addition to representing the coalition(s) at local or state events.
- **Technical Assistance & Coaching:** Support coalition members to build their own capacity for coordination, membership engagement, and administrative activities.
- **Project Management:** Oversee the implementation of coalition programs, events, and initiatives to ensure timely completion.

### **Other Duties**

- Support the convening of stakeholders, grantees and other community members for educational or training opportunities sponsored by the Foundation
- Support the creation of special events (for Persons with Lived Experience, Foundation milestones, etc.)
- Pursues annual professional development activities and/or trainings.
- Supports and attends Foundation events as needed.
- Performs other duties/tasks, as assigned.

### **Essential Requirements**

- The ability to travel locally and regionally. This position is hybrid with at least two days in the office.

### **Essential Education & Experience**

- Bachelor's degree in public health, social work, or a related field.
- Minimum of 2 years in community-based organizations or project management
- Any combination of education and experience equivalent to the essential education and experience listed above.

### **Essential Skills & Abilities**

- Excellent oral and written communication skills.
- Excellent interpersonal skills with capacity to work effectively with many different types of people, in a variety of capacities. High levels of professionalism, diplomacy, confidentiality, and friendly decorum when interacting with colleagues, community volunteers, vendors and others.
- Exceptional organizational skills related to coalition management.
- Knowledge of office technologies and standard workplace policies and procedures.
- Proficient in Microsoft Office (Excel, Outlook, PowerPoint), online meeting platforms, Canva, and database systems (Foundant C-Suite is the primary database). Proven capacity to keep pace with changing technologies.
- Ability to work both autonomously and collaboratively, anticipating the needs of the foundation and problem solving in a variety of different situations.
- Confidence and capacity to multi-task, assess priorities and work efficiently in a fast paced yet calm office environment.

- Flexible and adaptable, working in a setting that strives for continuous improvement, growth, and excellence in all aspects of its work.

## **OUR COMMUNITY**

The Partnership for Better Health is located in Carlisle, Pennsylvania. As a college town known for its rich cultural heritage, great restaurants and vibrant business community, Carlisle won the 2021 All-America City award from the National Civic League, and the 2016 national competition to be named Strongest Town in America. Located just minutes from the Appalachian Trail, regional parks, lakes and forestlands, our surrounding region has much to offer. Carlisle is 25 minutes from Harrisburg, two hours from Washington, Baltimore and Philadelphia, and three hours from New York City and Pittsburgh. As one of the fastest growing counties in Pennsylvania, Cumberland County enjoys a healthy economic climate.

## **TO APPLY**

Qualified candidates with diverse backgrounds are encouraged to email a cover letter, resume, salary requirements and three references to [social@forbetterhealthpa.org](mailto:social@forbetterhealthpa.org). Interested candidates are encouraged to apply by June 24, 2026.

The position will be open until filled. You will receive confirmation of receipt of your resume within three days of submitting your application. If you do not receive it, please contact us (717-960-9009 x 0).