



Job Title: Partnerships Coordinator

Job Summary:

The Partnerships Coordinator will lead outreach and partnership development with Minority-Serving Institutions (MSIs), ensuring effective collaboration to enhance diversity and inclusion in hazard mitigation efforts. This role will focus on establishing and maintaining relationships with Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities (TCUs), and Hispanic-Serving Institutions (HSIs). The ideal candidate will have strong networking skills, experience with educational institutions, and a passion for fostering collaboration and professional development opportunities in the field of hazard mitigation.

Key Responsibilities:

- Lead the development of partnerships with MSIs, coordinating efforts to integrate FEMA-approved Disaster Risk Reduction Curriculum into educational programs.
- Function as the primary liaison between the project team and MSI partners, ensuring clear communication and alignment with project goals.
- Organize and manage internship and apprenticeship opportunities for students from MSIs, providing hands-on experiences in hazard mitigation.
- Coordinate student participation in real-world projects, mentoring them throughout their involvement.
- Develop and maintain a network of contacts within MSIs to support long-term partnership goals.
- Track partnership contributions, gathering feedback and reporting progress to the Project Manager and executive committee.
- Facilitate collaboration between MSIs and other project stakeholders to ensure diverse perspectives are included in hazard mitigation discussions.
- Support outreach efforts to promote awareness of partnership opportunities and the benefits of participation.

Qualifications:

- Bachelor's degree in Education, Public Administration, Environmental Science, or a related field. A Master's degree is preferred.
- Strong networking, communication, and relationship-building skills, with the ability to engage and motivate diverse groups.
- Experience with program development and coordination, including managing internship or apprenticeship programs.
- Familiarity with hazard mitigation, disaster risk reduction, or emergency management is a plus.
- Excellent organizational skills, with the ability to manage multiple tasks and priorities effectively.
- Ability to work collaboratively across teams and with external partners.

Preferred Skills:

- Experience working with HBCUs, TCUs, and HSIs, particularly in educational program development.
- Understanding of the unique challenges and opportunities associated with enhancing diversity and inclusion within the field of hazard mitigation.



Location:

- Remote

How to Apply:

Interested candidates should submit their resume and cover letter outlining their relevant experience and qualifications to contact@nhma.info.