



Community Outreach & Partnerships Coordinator

Reports To: Director of Strategy & Operations

Leadership Team: Yes

Classification: Hourly, Non-Exempt

Schedule: 32–40 hours per week

Position Summary

The Community Outreach & Partnerships Coordinator serves as an ambassador for Treasures 4 Teachers by building meaningful relationships with schools, educators, businesses, nonprofit partners, and community organizations. This role **leads T4T on Wheels and community outreach initiatives**, cultivates material donation partnerships, manages educator memberships and sponsored memberships, and connects reusable resources to classrooms where they can make the greatest impact. Success in this position comes from exceptional customer service, strong relationship-building skills, excellent organization, and the ability to see possibility—in people, partnerships, and materials that others might overlook.

Primary Responsibilities

Community Outreach & T4T on Wheels

- Lead the planning, scheduling, and successful execution of T4T on Wheels outreach events throughout Maricopa County.
- Travel throughout the Valley using a personal vehicle to visit schools, community organizations, businesses, and outreach events.
- Build and maintain relationships with educators, school districts, nonprofit organizations, businesses, and community partners.
- Represent Treasures 4 Teachers professionally at outreach events, networking opportunities, and community meetings.
- Manage educator memberships, sponsored memberships, and event registrations associated with outreach programs.
- Maintain inventory of outreach materials, educational resources, and promotional items used for community events and giveaways.
- Coordinate grant-funded materials and event allocations to ensure resources are distributed in accordance with grant requirements and organizational priorities.

- Help identify new opportunities to expand awareness and access to Treasures 4 Teachers.

Partnerships & Material Donations

- Develop and steward relationships with businesses and community organizations that generate donations of educational supplies and creative reuse materials.
- Coordinate the scheduling of donation pickups, deliveries, and transportation logistics by serving as the primary point of contact between donors, warehouse staff, and the Treasures 4 Teachers truck driver. Ensure donated materials are efficiently routed to support the Teacher Store, Treasure Box Thrift, T4T on Wheels, and other organizational operations.
- Maintain regular communication with community partners and donors to ensure a positive experience.
- Help communicate the educational and environmental impact of donated materials.

Customer Experience

- Deliver exceptional customer service to teachers, donors, volunteers, and community partners.
- Create welcoming experiences that encourage long-term engagement with Treasures 4 Teachers.
- Assist with educator shopping events, special events, and outreach activities.
- Respond professionally and promptly to inquiries while connecting people with appropriate resources.
- Support educator membership questions and customer service as needed.

Leadership & Collaboration

- Participate as a member of the Leadership Team.
- Collaborate with Operations, Store, Marketing, Volunteer, and Administrative staff.
- Share outreach stories, photos, and partnership successes with the Marketing Coordinator to support organizational communications.
- Assist with organizational projects and events as needed.

Qualifications

The ideal candidate is someone who:

- Naturally enjoys meeting people and building lasting relationships.
- Provides exceptional customer service in every interaction.
- Is organized, dependable, and able to manage multiple priorities.
- Works well independently while contributing to a collaborative team environment.
- Sees possibility where others see excess, helping advance both education and sustainability through creative reuse.
- Experience working within the Arizona K–12 education system or schools.
- Bilingual (English/Spanish) preferred.

- Is comfortable representing Treasures 4 Teachers throughout the community.
- Experience coordinating community events, outreach programs, or partnerships.
- Has a reliable personal vehicle, valid Arizona driver's license, and a clean driving record.
- Is comfortable traveling throughout the Phoenix metropolitan area.
- Has experience in customer service, nonprofit work, education, retail, hospitality, community engagement, or partnership development.

Schedule

This position generally works 32–40 hours per week.

The schedule is flexible and varies based on outreach events, material donations, and organizational needs. **Regular Saturday availability is required**, with occasional evening events. Hours are adjusted throughout the week to support the mission while maintaining work-life flexibility.

Compensation & Benefits

- \$17.00–\$18.00 per hour, depending on experience.
- Health, dental, and vision insurance.
- Paid time off and paid holidays.
- \$25 vehicle stipend each pay period.
- Flexible scheduling.
- Professional development opportunities.

A Great Fit for This Role

You enjoy connecting with people and building lasting relationships. You're energized by being out in the community just as much as working in the resource center. You understand that great customer service builds trust, and you believe every interaction matters.

You naturally see possibilities—whether it's helping a teacher discover classroom resources, finding a new home for donated materials, or building a partnership that strengthens our mission.

Treasures 4 Teachers is a unique nonprofit where education, sustainability, retail, and hospitality come together every day. If you're passionate about supporting educators, reducing waste, creating welcoming experiences, and building meaningful community connections, we'd love to meet you.