



PARTNERSHIP/OUTREACH COORDINATOR

WiNGS is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. We support women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

JOB DESCRIPTION SUMMARY: The Partnership/Outreach Coordinator is responsible for developing relationships and partnerships to promote WiNGS to the community at large. This position serves as the liaison for services provided at partner agencies and leads client recruitment efforts for all programming. This position aligns with the strategic plan to ensure successful partnerships are managed, specifically in Southern Dallas. Evening and weekend hours may be required. Reliable transportation is needed.

This position is temporarily remote and should be able to execute effective team building and program monitoring through virtual means. Proficiency with technology is essential during remote work and on-premise.

PRIMARY RESPONSIBILITIES:

- Research partners and generate interest to increase client enrollment; meet program recruiting targets.
- Serve as primary liaison for activities conducted at partner sites; coordinate activities and conduct oversight for onsite service delivery at partner site, including volunteer and staff activities.
- Ensure quality assurance process is executed for each partnership, assess partner and client experience.
- Organize & promote outreach activities and special events to connect clients to WiNGS
- Use Salesforce to document, track, and report all activities.

KNOWLEDGE & EXPERIENCE

- Bilingual/Spanish preferred; Bachelor's degree in Social Work or related field preferred
- Professional written and verbal communication skills, demonstrating responsiveness, persistence, and reliability.
- Strong organizational and time management skills; able to work independently.
- Demonstrated commitment to the values of diversity and inclusion, a passion for WiNGS mission
- Strong database and Microsoft Office suite experience is required – Salesforce a plus
- Ability to work flexible schedule (required to work some evenings/weekends).
- Must have reliable transportation, local travel required.

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org. Job applications can be found on our website at <https://wingsdallas.org/about-us/jobs/>.