

Butler County Liaison, Part-Time

Position Summary:

The Butler County Partnership Manager (Part-Time, 20 hours) cultivates and strengthens relationships with existing corporate partners in Butler County and plays a vital role in driving program expansion and cultivating strong relationships within Butler County. This role ensures the ongoing success of our programs by fostering strong connections and maintaining open communication with our foundation portfolio.

About Adopt A Class

Adopt A Class has a vision of a Greater Cincinnati where all students have access to caring adults who expose them to a breadth of life and career experiences so they can unleash their full potential. Through our mission, AAC connects businesses, local government, and civic groups with students at schools in our underserved communities. By pairing teams with individual classrooms, our adult mentors expose the students to a breadth of experiences and training to be job and career ready. Each passing year, mentor teams stay with the same teacher, thus having the opportunity to impact a new class of students; while students move on to a new grade level and experience a new mentor team with different career and life skills insight.

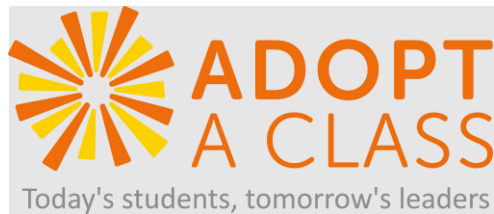
Reports To: Director of Corporate Relations and Strategic Partnerships **Job Type:** Part-Time

Essential Job Responsibilities:

- Oversee and manage a portfolio of schools, primarily located in Butler County according to program excellence standards.
- Attend mentor company school visits to ensure high-quality programming is being maintained and feedback is provided.
- Train and onboard new mentor teams, equipping them for program success.
- Proactively identify and attend relevant partnership meetings.
- Build and maintain positive relationships with AAC partners and other organizations.
- Track, monitor and report data using CRM system (Salesforce) while maintaining accuracy of the database.
- Cultivate strong relationships with existing corporate partners, focusing on program success, participant retention, and volunteer engagement.
- Assists in recruitment and development to increase the number of mentoring teams and secure new corporate sponsorships and donations.
- Other duties as assigned, including occasional evening or weekend events.
- Attend and engage in AAC team meetings and programs weekly at the central office.

Required Qualifications:

- Preferred residence in Butler County or surrounding area
- Passionate about the Adopt A Class mission
- Ability to successfully interface with all stakeholders; Excellent verbal and non-verbal communication skills
- Proven expertise and excitement for building and maintaining positive relationships with diverse individuals



- Ability to handle multiple project assignments and adapt to changing priorities in a fast-paced, result-oriented environment
- Collaborative team player with exceptional organizational skills, self-motivated, and detail oriented
- Has a personal vehicle, valid driver's license, and current auto insurance
- Ability to travel to central office weekly for meetings and programs as requested.
- Ability to obtain a Cincinnati Public Schools ID (background check required)



Compensation & Benefits:

Hourly range is \$25-\$28

- Mileage reimbursement
- Cell phone and internet stipend
- Onsite with flexibility in establishing schedule
- 80 hours of PTO
- Paid holidays
- Annual Professional Development opportunities

Apply: Email cover letter and resume to Katie Andress, Director of Operations, katie@aacmentors.org

Adopt A Class is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.

Adopt A Class | 3080 Exploration Ave. Cincinnati OH 45206 | www.aacmentors.org