

## Partnerships Advisor

For 135 years, the Edmonton Chamber of Commerce has championed growth, innovation, and profitability in Edmonton's business community. Representing members ranging from small businesses to large enterprises across all sectors, we advocate for their interests at all levels of government, fostering a thriving and sustainable business environment. Our strategic partnerships and innovative services empower businesses to succeed and contribute to Edmonton's prosperity. To learn more visit [www.edmontonchamber.com/about](http://www.edmontonchamber.com/about)

### Position Summary

The Partnerships Coordinator provides administrative and strategic support to the Vice President, Community Relations and Partnerships. This role focuses on enhancing the organization's sponsorship and partnership efforts, offering critical administrative assistance while fostering opportunities to build relationships with key stakeholders. The ideal candidate is organized, resourceful, and has a keen interest in sponsorship, partnership development, and community engagement.

#### Position Title

Partnerships Advisor

#### Reports to:

Vice President, Community Relations and Partnerships

#### Hours

Full-time role, primarily in-person, at the World Trade Centre Edmonton.

#### Salary

\$65,000 – \$80,000

### Key Responsibilities

#### **Administrative Support (30%)**

- Provide administrative support to the VP, including managing schedules, coordinating meetings, and preparing packages and presentations.
- Track sponsorship and partnership leads, contracts, and deliverables using the CRM system.
- Maintain accurate records, including sponsor logos, contracts, and agreements, ensuring timely updates in SharePoint or relevant platforms.
- Organize and manage files, correspondence, and documentation related to sponsorships and partnerships.
- Support financial tracking of sponsorship agreements, including invoicing and payment follow-ups.

#### **Sponsorship and Partnership Development (15%)**

- Assist in identifying and researching potential sponsorship and partnership opportunities that align with organizational goals.





#600 World Trade Centre - 9990 Jasper Avenue  
Edmonton, Alberta, Canada, T5J 1P7  
ᐱᓐᓂᓂᓐᓂᓐᓂᓐᓂᓐᓂᓐ (Amiskwaciwāskahikan)  
Treaty 6/Métis Territory

[edmontonchamber.com](http://edmontonchamber.com)

- Strong organizational and time management skills with the ability to handle multiple priorities and deadlines.
- Excellent written and verbal communication skills, with experience drafting proposals and presentations.
- Proficiency with CRM tools, Microsoft Office Suite, and digital collaboration platforms (e.g., SharePoint, Canva, etc.)
- Proven ability to build and maintain relationships with diverse stakeholders.
- Detail-oriented with a proactive and resourceful approach to problem-solving.
- Availability to work occasional evenings for events.
- Valid driver's license and access to reliable transportation.

To apply, please submit a cover letter and resume to [abhatnagar@edmontonchamber.com](mailto:abhatnagar@edmontonchamber.com).