

JOB DESCRIPTION

Job Title: Partnerships Coordinator

FLSA Status: Non-Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Partnerships Coordinator supports the development, execution, and management of Metrolink's partnerships, sponsorships, and advertising initiatives. This role plays a key part in coordinating event logistics, supporting partnership outreach, managing promotional items, and assisting with budget and procurement processes. The ideal candidate is organized, detail-oriented, proactive, and comfortable working cross-functionally in a fast-paced environment.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level management
- This position has no formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Research and identify prospective partners with a focus on in-kind sponsorship opportunities that enhance events, customer experience, and/or brand visibility.
- Assist with outreach emails, follow-up communication, and maintaining accurate records in partnership tracking tools.
- Support preparation of sponsorship presentations, recaps, and partner deliverables as needed.
- Maintain the partnership Customer Relations Management (CRM) or tracking system, ensuring entries are up-to-date and accurate.
- Coordinate key event logistics, including permitting, vendor requirements, site layouts, security needs, parking plans, and event timelines.
- Collaborate closely with internal departments (Operations, Safety, Marketing, Procurement, Legal, etc.) to ensure all requirements are completed on time.
- Oversee event-day setup, partner check-in, giveaways, and logistics as assigned.
- Track and support the scheduling of partner activations at Metrolink events, stations, and other community engagements.
- Lead the ordering, inventory management, tracking, and distribution of promotional items used for partnership activations and marketing events.
- Coordinate with vendors to source items, gather quotes, and ensure timely production and delivery.
- Manage the promotional item inventory system, maintaining accurate counts and forecasting needs based on upcoming events.



- Create allocation plans for each event to ensure staff and partners receive the correct quantities.
- Assist with preparing requisitions, purchase orders, invoices, and vendor documents.
- Help track program and event budgets, ensuring expenses are coded accurately and reconciled in a timely manner.
- Coordinate with Finance and Procurement to ensure compliance with internal processes.
- Maintain organized documentation for contracts, W-9s, Certificate of Insurances (COI), purchase confirmations, and invoices.
- Maintain shared team trackers, calendars, partnership databases, and project management tools.
- Support the creation of presentations, talking points, and materials for leadership briefings.
- Assist with drafting partner communications, recaps, and internal updates.
- Coordinate meetings, prepare agendas, and take notes to ensure follow-through on action items.
- Serve as a point of contact for external partner questions and ensure timely routing of issues.
- Working occasional evenings and weekends for special events.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Journalism, Marketing, Communications, Business, Public Relations, or a field with emphasis on customer communications skills.
- A minimum of three (3) years of experience in electronic marketing communications and/or customer relations management, working in a team-focused environment.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- Valid Class C Driver’s license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

- Experience with events, partnerships, or community outreach.

Knowledge, Skills, and Abilities

Knowledge of:

- Salesforce.com or a similar customer relationship management database
- Oracle and Application Extender or similar e-business software
- The Request for Proposal (RFP) process, Contract Task Order (CTO) process and invoicing process, including ethics, related to public agencies
- Principles and practices of advertising, marketing, public relations and public affairs
- Content management systems
- Social media platforms including Facebook, Twitter, Instagram, YouTube, etc.
- Photography and videography equipment

Skilled In:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools
- Evaluating and analyzing the effectiveness of marketing programs and activities
- Strong and effective verbal and written communication, including presentation skills



Ability to:

- Manage multiple deadlines with strong organizational and time-management skills
- Prioritize and expedite multiple requests
- Adapt and keep up with last minute changes and requests
- Follow strict guidelines
- Work in teams and collaborate with different styles and personalities
- Think creatively and organize new ideas
- Take photos and videos using a mobile device

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.).

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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