

Networking & Partnerships Coordinator

Affair Recovery is looking for a part-time Networking & Partnerships Coordinator!

What is Affair Recovery?

We are an industry leader in helping people heal after infidelity. Our inspiring programs are research validated, combining a faith-based curriculum with the strength of support groups to provide healing and recovery for both couples and individuals.

Our mission is to restore those in crisis to extraordinary lives of meaning and purpose. In order to continue providing hope to those impacted by infidelity, we need to grow our team with people who share our mission and enthusiasm. We are looking for a detail-oriented, connection-minded individual to join our talented and passionate team. If a relational company with a cultural norm of appreciation and encouragement appeals to you, read on!

About the job:

This newly created position will assist the organization in helping increase our visibility and reach. This pivotal role will help us break into new and exciting arenas, including podcasts, conferences, and speaking opportunities. The ideal candidate will be a strategic thinker with a knack for identifying, developing, and nurturing key relational and promotional opportunities that align with our target market. This position requires exceptional attention to detail, solid follow-through and a desire to collaborate with our incredible team.

Your Responsibilities:

- Expand our brand's reach by proactively identifying and building partnerships with key influencers and organizations in the mental health, wellness, faith and business sectors.
- Develop and maintain strong organizational and personal relationships with podcasters, conference hosts, event organizers and relevant journalist publications at local, national and industry-specific outlets.
- Secure speaking engagements and other public-facing opportunities for company leadership and therapists.
- Manage and support our participation in industry events and conferences.
- Support the strategic promotion of Affair Recovery's key content (e.g., articles, webinars, courses) and the voices of our expert therapists.
- Drive cross-functional alignment on content and messaging for public-facing initiatives.
- Identify and leverage networking opportunities to maximize marketplace visibility and impact for promotional research.
- Collaborate with the Content team to ensure consistent brand messaging.
- Ensure a high return on investment (ROI) for all partnership efforts.
- Provide regular reports on progress, successes, and areas for optimization.
- Utilize various software platforms (prior experience with these systems is not required)
 - Salesforce
 - Asana
 - Mailchimp

- Google Suite (i.e. Google Sheets, Google Docs, Gmail, Chrome, Chat, etc.)

Required Experience and Skills:

- **Exceptional attention to detail:** You are highly organized and committed to accuracy, always reviewing your work.
- **Clear communication skills:** You excel in both written and verbal communication.
- **Proactive Mindset:** A self-starter who proactively seeks out new opportunities, meets deadlines, and is able to follow through on tasks.
- **Strong project management skills:** You can effectively plan, manage, and execute projects.
- **Excellent time management:** You know how to prioritize and manage your time effectively.
- **Professional integrity:** You operate with the highest level of discretion, ethics, and professionalism.
- **A knack for documentation:** You can create and maintain clear, useful documentation.
- **A positive, collaborative attitude:** You enjoy making work fun and contributing to a great team dynamic.

Why join us? Work at Affair Recovery is not a job; it's a passion. A passion fueled by the desire to change the world by transforming thousands of lives by restoring their marriages and families.

Work for a purpose instead of just a paycheck:

Step 1: Complete an application: <https://forms.gle/2Gp1qR5kdohZ6mACA>

Step 2: Email your resume and cover letter to: employment@hope-now.com

Step 3: After you've completed **Step 1** and **Step 2**, we will contact you regarding next steps!