



Partner Program Manager - International Association of Atheists

At the International Association of Atheists (IAA), we are working hard to make a meaningful difference in peoples' lives. IAA is a coalition of atheist and atheist-friendly people and organizations working together to make secular humanist initiatives happen. We strive to educate, protect, and assist atheists internationally. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on changing the stigma associated with atheism by employing humanist ideals to help make the world a better place. IAA envisions a future in which atheists have the opportunities and resources they need to participate openly and confidently in every aspect of society.

This position is currently volunteer oriented, but will be upgraded to a paid position in coming months. We require at least 1+ hours a day.

The Opportunity

Act as IAA's liaison and advocate for our partners, in alignment with our overall Partner Program to support initiatives from various partners around the world.

Responsibilities:

- Invite registered charities to Partner Program
- Review current program and recommend changes to make it more beneficial for our partners
- Gather updates on partner activities and pass on to Social Media Manager for promotion
- Proposal Review - Review all partner proposals and ensure there is sufficient detail and conduct research, as necessary, to ensure the legitimacy of the partner and the proposed initiative. Present proposals to IAA leadership and Board.

- Coordinating/Communicating - Support IAA partners on an ongoing basis regarding current and proposed initiatives and report any issues to IAA leadership. Must be able to communicate professionally and effectively.
- Organizing - Develop and maintain a Partner Program repository/database that supports the mission and organization's partnerships and our coordinated initiatives.
- Monitor Partner websites to ensure Partners are displaying the IAA badge and elevate any issues to IAA leadership.

Required Competencies and Experience:

- Must be able to communicate professionally and effectively through various mediums.
- At least advanced proficiency in all Microsoft Office applications
- Strong creative (writing & editing), diplomatic, interpersonal, and presenting skills.
- Innovative, growth mindset with problem-solving capabilities and a comfort and passion in learning new ways to reach people.

Foundational Requirements

- Committed to IAA's mission.
- Diversity, Equity, and Inclusion – Committed to an organization that values different backgrounds and life experiences and allows everyone involved to be their authentic self. Builds equity into structures, systems, and processes for our teams and the communities we serve. Engage with others in a way that is respectful and empathetic while ensuring all who we engage with are treated with dignity.
- Must be an atheist or atheist ally

International Association of Atheists embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented diverse team in a culture where all members will contribute to their fullest potential.

IAA is an Equal Opportunity Employer

Please attach resume and cover letter and send to [b.gaudette \(at\) internationalatheists.org](mailto:b.gaudette@internationalatheists.org)