



Company: PsychArmor Institute
Job Title: Partnership Associate

PsychArmor Institute Overview:

A national not-for-profit that provides free education and support to non-military Americans who work with, live with, or care for our veterans. We host an extensive library of free online trainings taught by subject matter experts, which teach the latest trends and resources on military and Veteran issues. These courses are targeted to meet the needs of Veteran employers, healthcare providers, professionals, educators, volunteers, caregivers & families. We provide continual support to civilians through our national "Helping You Help Veterans" call center. This helpline is staffed by our Education and Resource Counselors, all Masters and Doctorate level mental health providers who offer advice, resources, and assistance to all non-military Americans, arming them with the tools they need to welcome back and reintegrate our warriors.

Position Overview:

The Partnership Associate is an energetic, articulate, highly responsible and self-motivated individual for cultivating partnerships with companies, professional associations, volunteer organizations, educational institutions, and other non-profits groups and government entities that have an interest in supporting and educating those who support our Veterans and the service member, Veteran, and families themselves.

The primary goal of the Partnership Associate is to drive the membership in these entities to take PsychArmor's free online training courses. The number of free training courses completed is a key metric of the Partnership Associate's success. The Partnership Associate will report to the Partnership Manager to assist in implementing PsychArmor Institute's (PAI) outreach and partnership strategy.

Duties of the Partnership Associate include:

- Engage in high tempo/high volume outreach ("inside sales") to a wide spectrum of organizations in order to: share PAI's free online course library with their organization's members so that the widest possible audience utilizes PAI's training courses, coordinate sales of PAI's "private label" courseware service and solicit interest in custom course creation.
- Follow up with PAI's partners on a consistent basis. Create and implement innovative methods to promote PAI's free online courses in order to achieve the greatest possible number of individuals taking these courses.
- Gain insight into partner's needs and articulate how PAI's services might best meet their organization's needs.
- Serve as an ambassador of the mission of PAI in the interaction with current and potential partners.
- Implement a comprehensive and innovative outreach plan targeting nonprofit, private, corporate, education and other organizations.



- Research and develop new leads and prospects.
- Maintain and provide status reports to the Partnership Manager.
- Other duties as directed.

Position Qualifications and Knowledge:

- Entry Level
- Sales / Business Development experience of 1+ years preferred.
- Business to business experience is a plus.
- Ability to consistently meet aggressive "sales goals".
- Self-starter with ability to manage time effectively.
- Cold call experience.
- Military Veteran or experience with military culture preferred.
- Articulate public speaker who can clearly share PsychArmor's mission and services.
- Excellent analytical and organizational skills.
- Attention to detail and mission accomplishment.
- Enthusiasm for work in the non-profit and military environments.
- Proficiency in Microsoft Office suite.
- Experience with SalesForce preferred.

Location and Compensation:

- Position is based in San Diego, CA and may require occasional travel.
- Compensation: Start at \$15/hour with potential for raises with success of sales effort.
- This is not a commission earning position.
- Full time position with medical benefits and employer sponsored matching retirement savings plan.

Job Type: Full-time

Salary: \$15.00 /hour

PsychArmor Institute is an Equal Opportunity Employer.

If you are interested in applying for this position please send a resume and cover letter to careers@psycharmor.org.