

Communications and Partnerships Coordinator (4263C) -
82508
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268516>

Downloaded On: Nov. 19, 2025 2:58pm

Posted Nov. 19, 2025, set to expire Jun. 30, 2026

Job Title	Communications and Partnerships Coordinator (4263C) - 82508
Department	Henry Wheeler Center for Emerging and Neglected Diseases
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 19, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Grant Writer/Technical Writer Communications/Public Relations
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Job Description

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Communications and Partnerships Coordinator (4263C) - 82508

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Henry Wheeler Center for Emerging and Neglected Diseases transforms UC Berkeley's research excellence into breakthrough discoveries and interventions for infectious diseases that disproportionately affect marginalized communities worldwide through interdisciplinary collaboration, education, research, and accelerated translation from discovery to treatment.

Since our founding in 2008, CEND has developed into a multidisciplinary research center where over 60 faculty affiliates from fields spanning biology, chemistry, engineering, public health, economics, and business collaborate on solutions that leverage diverse expertise to address research gaps that single disciplines cannot tackle alone. We work closely with research centers, institutes, and schools across UC Berkeley and collaborate with academic institutions, nonprofit organizations, government agencies, and industry partners worldwide through strategic partnerships that enable knowledge sharing, resource pooling, and coordinated efforts to address health challenges that require global solutions.

Position Summary

The Communications and Partnerships Coordinator plays a key role in advancing the mission of the Center for Emerging & Neglected Diseases (CEND) by enhancing the Center's visibility, strengthening relationships with campus, local, and global partners, and supporting strategic communications and development initiatives. The position is responsible for managing communications across multiple platforms, coordinating events that connect researchers and students from diverse disciplines, and

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assisting with grant writing and fundraising activities.

Working under the general direction of the Executive Director, the Coordinator collaborates closely with administrative staff and student interns to promote CEND's programs and expand its impact across the UC Berkeley community and beyond.

Application Review Date

The First Review Date for this job is: 12/01/2025.

Responsibilities

Strategic Communications & Brand Management

- Lead coordination of website refresh and ongoing content management.
- Develop and execute LinkedIn strategy to enhance CEND's professional visibility.
- Create, curate, and distribute newsletter content to affiliates, partners, and supporters.
- Oversee YouTube channel strategy, including content curation of talks by CEND affiliates.
- Ensure consistent messaging across all platforms that reflects CEND's mission and impact.

International Partnership Development

- Research and identify potential university, ministry, and research partners in low- and middle-income countries.
- Help establish and maintain research collaborations that advance CEND's global mission.
- Support development, implementation, and logistics of capacity-building programs with Berkeley affiliates and international partners.
- Facilitate knowledge sharing and monitoring and evaluation of programming.

Development & Grant Writing Support

- Research and identify grant opportunities aligned with CEND's research priorities.
- Provide grant writing support including proposal development, narrative writing, and application coordination.
- Support preparation of funding proposals in collaboration with faculty.
- Maintain comprehensive key stakeholder database.
- Coordinate with faculty on funding initiatives and strategic partnerships.
- Assist in cultivation of individual donors, foundations, and organizational supporters.

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- Track grant deadlines, requirements, and submission processes.

Event Coordination & Management

- Manage planning and execution of 2-3 major annual events, including logistics, vendor management, registration, and follow-up.
- Support coordination of smaller seminars and networking events throughout the year.
- Ensure events create meaningful collaborative opportunities and enhance CEND's visibility.
- Manage event budgets and vendor relationships.

Affiliate Relations & Network Building

- Manage communications with CEND's network of affiliated researchers.
- Identify, develop, and facilitate collaborative opportunities and connections across disciplines and continents.
- Support onboarding of new CEND affiliates and fellows.
- Coordinate sponsored events and funding announcements for the affiliate network.

Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Solid project management, organizational skills, attention to detail, and ability to multi-task with demanding timeframes.
- Working knowledge of and/or can quickly learn common organization-specific and other computer application programs, including for communications like professional social media (LinkedIn) and newsletter development.
- Ability to use discretion and maintain confidentiality.
- Cultural competency and the ability to work and coordinate with partners in other countries and time zones.
- Strong project management and organizational skills with attention to detail.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Event planning and execution, including coordination, vendor management, speaker management, and day-of coordination.

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- Exceptional written and verbal communication skills ready for everything from LinkedIn posts, grant writing, and event marketing, to communicating with donors and Nobel Laureates.
- International experience, preferably in global health, academic settings, or development work.
- Demonstrated experience with digital marketing and social media management.
- Knowledge of (or interest in learning about) emerging and neglected infectious diseases, basic science, or global health issues.
- Familiarity with partnership development in academic or international contexts.
- Graduate degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$32.44 (Step 1) - \$38.81 (Step 9).

- (40 hours/week).
- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current

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bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

Section B.2. This position will not convert to career status as the position into which the employee is hired is not an "ongoing" position, in that the position is established and funded for 18 months or less at any percent of time.

- This is not a visa opportunity.
- This position is eligible for up to 20% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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