



Partnership Associate

Who we are:

AMOpportunities connects healthcare students globally to US clinical training experiences. The worldwide shortages in healthcare necessitate a model for learning, training, and working anywhere. Our platform provides students on-demand clinical experiences with concierge services such as visa and housing support. AMO has hosted more than 2,700 international medical students and graduates in 200-plus clinical sites across the country. AMOpportunities grows every year, forming partnerships with academic institutions globally and connecting them to our partnered hospitals. We are paving the way for the future of healthcare education, breaking down not just borders but the traditional model of clinical education.

Mission:

At AMO, we partner with trainees and educators to shape a world where an individual with a dream can learn anywhere, train anywhere, and work anywhere.

Vision:

We believe in a future where all people have equal access to education, training, and career opportunities regardless of national origin, belief, or identity. We strive to create this future by empowering connections that transcend borders and increase educational equity.

About the position:

As an AMOpportunities Partnership Associate, you will create marketing materials and collateral geared toward our international partners. You will be responsible for research-based tasks associated with the partnership development processes and providing support to our marketing and partnership teams. You will help to build the pipeline of qualified B2B leads, develop initial and continued reach outs, and enhance the process of closing deals with schools and other organizations.

We are looking for candidates to be Illinois residents with a start date in March.

Essential Functions:

- Develop the skills to lead presentations independently
- Create an active directory of key personnel at select medical schools throughout the world
- Compile, synthesize and analyze research collected from secondary sources
- Provide insight into targeted markets to facilitate outreach
- Develop Hubspot workflows driving new applications for users from our partner accounts
- Organize data in systems to improve the accessibility of information
- Attend team meetings as a thought-contributor
- Collaborate, attend, take notes, and suggest insights to improve partner presentations as well as develop personal presentation skills
- Lead the organization, scheduling and delivery of new presentations globally
- Attend all top-level executive meetings with medical schools globally, updating Pipedrive with notes and action items
- Help improve organization, communication processes, and partnership acquisitions

Skills/Experience:

- Marketing and research experience in international markets and/or in the medical education field preferred
- Fluent in English; additional languages are a plus
- Strong writing skills
- High initiative, flexibility, and team approach to work
- Quick learner with the ability to work both independently and collaboratively
- Strong research skills preferred
- Proficient in Microsoft and Google applications specifically Excel
- Self-starter and results-oriented with the ability to focus on and meet deadlines and goals
- Exceptional time-management organizational skills and the ability to prioritize multiple tasks
- Good interpersonal and communication skills with the ability to work effectively with others



- Knowledge of marketing and partnership software systems not required but a plus: Hubspot, Pipedrive, Trello, OneDrive, etc.

What You Gain:

- Competitive salary
- A mission-driven work environment committed to a spirit of support, growth, and achievement
- Performance-based career growth opportunities
- A front-row seat for the exponential growth of a booming education tech company
- Work/life balance

Equal Opportunity Employer

At AMOpportunities we champion the reality of diversity and the necessity of inclusion and accessibility. We are deeply committed to the principle of equal employment opportunity for all employees, and to providing our employees with a work environment free of discrimination and harassment. We strictly prohibit discrimination and harassment based on disability, gender identity, gender expression, pregnancy status (including childbirth and related states), sexual orientation, race, color, social or ethnic origin, religion, age, HIV status, past/present military service, or any other status protected by federal, state, or local law.