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COMMUNITY RELATIONS COORDINATOR – The Community Relations Coordinator will work to build relationships with our partners, members of local churches, and the general community to connect them to the advancement needs of the ministry. They will also be responsible for all local patient marketing efforts in the Milledgeville community. This is a part-time position that will work from the Milledgeville office on Wednesdays and Thursdays from 11:00am – 5:00pm and will require some evening/weekend speaking engagements that are scheduled in advance.

Duties and Responsibilities:

- Develop a comprehensive understanding of all facets of the ministry and be able to winsomely communicate the vision and mission of the organization
- Speak at churches, events, small groups, civic groups, etc... reporting on impact and encouraging partnership
- Offer tours in our Milledgeville office
- Administrate donor appreciation and communication efforts for Milledgeville partners
- Assist in event planning and execution as needed
- Assist in finding grants and in grant application preparation
- Create and execute patient marketing efforts in the Milledgeville community and focus attention on the college campuses
- Assist with patient reception and hospitality

Education/Experience:

- Experience in public speaking, development, public relations, communications, and/or sales preferred

Qualifications:

- Personal, professional and public integrity
- Agree with our Statement of Faith and have a seasoned relationship with Jesus
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the organization's mission
- Ability to take initiative and be proactive
- Effective public communicator
- Highly Relational
- Strong written and verbal communication skills
- Proficient in Microsoft Office

Physical Requirements:

- Frequent use of computer with long periods of sitting, operating keyboard, and telephone use
- Lift and carry items up to 25lbs
- Ascending and descending stairs, repetitive hand movements, standing, walking, sitting, squatting, kneeling
- Ability to drive to different locations

Please submit cover letter and resume to:
info@caringsolutionspc.com