



www.friendsofcaringsolutions.com

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. This position will work with the Executive Director and other executive staff in developing and implementing the development efforts of Caring Solutions. This is a part-time position of 20 hours per week 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 Macon and Warner Robins facilities
- Utilize the donor data base to enter donations, track development progress, and organize donor communication
- Administrate donor appreciation and communication efforts
- Assist in event planning and execution
- Assist in finding grants and in grant application preparation

Education/Experience:

- Experience in public speaking, development, public relations, communications, and/or sales preferred
- A Bachelor's degree is required

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
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting
- 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