



JOB POSTING COMMUNITY RELATIONS COORDINATOR

The New Braunfels Christian Ministries (NBCM) Community Relations Coordinator organizes efforts to promote NBCM in the community to increase brand awareness, recruit donors and volunteers, and build collaborative partnerships within the community. The Community Relations Coordinator places volunteers, coordinates training, and nurtures relationships to strengthen ongoing partnership.

This position also oversees event planning including volunteer appreciation functions, volunteer trainings, volunteer/staff outreach mixers, and staff gatherings. The Community Relations Coordinator exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle.

This individual must understand how their job duties affect the vision of the whole program and its stakeholders- donors, foundation partners, volunteers, clients, staff, community partners and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

EDUCATION AND EXPERIENCE

- Associates Degree (or higher)
- Job-related experience managing volunteer programs, public speaking experience or confidence to learn
- Personal volunteer experience
- Knowledge of leadership principles and intrapersonal strategies related to programs that involve numerous volunteers

TIME COMMITMENTS

- Generally Monday-Friday, 40 hours per week
- Full-Time, Year Round, Hourly, Non-exempt
- Must be available for special events, training, and volunteer recruitment opportunities
- Must attend all staff meetings
- Estimated hours are subject to change at any time at the discretion of the Director.

ENVIRONMENTAL/WORKING CONDITIONS

Most work will be completed in a professional office setting. Some work will be completed at program sites and, at times, in outdoor settings.

PHYSICAL/MENTAL DEMANDS

Standing, sitting, walking, bending, stooping, twisting. Occasional stress from dealing with multiple tasks. Occasionally lift and carry up to 20 pounds.