



*www.friendsofcaringsolutions.com*

### ***Communications Coordinator***

The Communications Coordinator will be responsible for advancing the organization through marketing efforts related to clients and to partners. This is a heavy part-time position that will work from the Executive Office in Macon.

#### **Duties and Responsibilities:**

- Develop a comprehensive understanding of the ministry and be able to communicate the vision and mission of the organization through print and presentation.
- Facilitate the development of a marketing plan.
- Oversee all marketing efforts including but not limited to: social media, online marketing (SEO, Ad Words, etc...), creation and stocking of client marketing materials, and campus branding/outreach.
- Acquire, cultivate and enlist support for the organization's mission through public relations, partnership with churches, direct mail, and messaging at special events.
- Oversee all partner communication efforts through social media, direct mail, and e-mail.
- Participating in the development efforts of donor care and recruitment.

#### **Education/Experience:**

- Experience in marketing strongly preferred.
- Ability to take initiative and be proactive.
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting.
- A Bachelor's degree is required.

#### **Qualifications:**

- Active, growing personal relationship with Jesus Christ.
- Personal, professional and public integrity.
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill the organization's mission.
- Effective public communicator.
- Strong written and verbal communication skills.
- Must be proficient in Microsoft Office and social media marketing efforts.
- Must be comfortable interacting with staff and students on campuses.

**Please submit cover letter and resume to:**  
[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)