

Public Relations and Volunteer Coordinating

Part Time, \$20 an hour

20 hours

Source is looking for someone who desires to work for a Christian ministry. Responsibilities include but are not limited to:

Public Relations/Communications

Responsibilities and Duties:

- Understand Sources messaging and various audiences to effectively communicate who Source is to current clients and potential new clients, give ideas on how to improve
- Create PR materials: which includes website, videos, social media, program flyers
- Working with the Executive Director: writing, designing, the content of quarterly newsletters. Work with the administrator to make sure bulk mailing happens in a timely manner.
- Be involved with the how Source is communicating who we are at donor events, this may include having input on the program, helping to make sure the environment people are experiencing is a positive experience and assisting with creativity regarding, it may also be helping with displays, traffic flow etc
- Look at various programs we are doing and give directors input on how they can be places that clients are experiencing dignity and beauty
- Work with Directors and Program Leads on various communications
- Being available if needed to assist in admin.

Volunteer Coordinator

Responsibilities and Duties:

Networking and Recruitment

- Working out how many volunteers are needed and for what roles and communicating
 - Working with our Director of Operations and Executive Director networking with Colleges, Churches, High schools, Current Ministry partners, etc
- Developing position descriptions for each role

Development

- Developing an orientation kit, volunteer handbook or introductory programs
- Evaluating the orientation program
- Arranging training and education opportunities with various staff who lead various dept
- Developing ways to recognize volunteer efforts

Oversee

- Volunteer communications such as social functions, newsletters, or social media
- Helping volunteers feel welcome and supported
- Connecting volunteers with appropriate staff and programs
- Looking after the volunteer database and records
- Communicating with people from diverse backgrounds
- Resolving conflict or managing grievance process

General

- Pray regularly for Source, the mission and operations of Source, Staff and Volunteers
- Participate in at least 1 prayer time with the Source team a week
- Attending and involved with our Annual Fundraisers (Golf Tournament, Fiscal Year End, Fall Gathering and Annual Year End)
- Be involved in Staff Community and Development times: Christmas Party, Staff Day Retreat, Conference, Times of Worship, Annual Family Picnic, Special times of Prayer and Worship etc.
- Have 2-3 people outside of Source praying for you and Source on a regular basis

Skills needed

- Pr experience
- Graphic Design experience and creative
- Newsletter Writing experience or something similar
- Enjoys people and connecting them with the organization (ie Source)
- Self motivated and team player

If you're interested in this position, please send us your resume to:

info@sourcemn.org