

# COMMUNICATIONS COORDINATOR

## OVERVIEW

The Communications Coordinator for Our Little Roses (OLR) supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating communications with the church and volunteers regarding activities at St. George's and mission trips to Our Little Roses, a full-time residential home for girls in San Pedro Sula, Honduras.

## RESPONSIBILITIES

- Work with the OLR Coordinator to provide communications support for the church, volunteers and trip participants in support of mission trips to Honduras and activities throughout the year.
- Assist with communications to travelers on two mission trips per year (February and June).
- As needed, organize communications for trips and donation drives throughout the year.
- Arrange for photos of team activities for future communications and volunteer recruitment, including photos of donation drives and mission trip activities in Honduras.
- Educate volunteer photographers about OLR photo policy (no faces on social media)
- Work with other team members to create a joyful, connected serving experience within the team.
- Respond to communications from church staff and the OLR Coordinator in a timely manner (usually within 3 days).
- Communicate activities and feedback for any improvements with the OLR Coordinator and Director of Outreach.
- Meet with other Outreach leaders at agreed upon intervals for the purpose of spiritual care, leadership development, mentoring and encouragement.
- Provide receipts for reimbursement for any purchased supplies.
- Help us recognize the efforts of the team and individual members through St. George's communications and individual gestures of gratitude.
- With the OLR Coordinator, provide a brief report of activities for Annual Report.

## RELATIONSHIPS

The Our Little Roses Communications Coordinator works directly with the St. George's Director of Outreach who coordinates staff support and communications for the team.

## TIME COMMITMENT

Varies throughout the year, with each activity requiring approximately 10 hours. The Communications Coordinator should plan to travel on at least one of two annual trips to Honduras each year, if possible.

## SKILLS AND INTERESTS

Passion for serving abused, abandoned and neglected girls in residence at Our Little Roses in San Pedro Sula, Honduras. Demonstrates organizational skills, leadership, mercy, wisdom, discernment, and cultural and emotional intelligence.

## **RESOURCES AND TRAINING**

Coordinates with the Director of Outreach for support, direction, and resources.

*Curious? Interested in this ministry?*

*Contact Agatha Nolen, Director of Outreach, at [agatha.nolen@stgeorgesnashville.org](mailto:agatha.nolen@stgeorgesnashville.org) or 615-385-2150 x 246.*