



Immediate Job Opening

Job Title: Community Relations Coordinator

Job Summary: The primary responsibilities of this position are the scheduling, managing, marketing, and facilitating logistics for the Coastal Bend Food Bank's community spaces (Mary Anne Sinclair Community Room, Board Room, the Valero Community Gardens and all other community spaces). The coordinator will be responsible for the procurement and selection of vendors and act as the primary point of contact for internal and external events.

Job Duties:

- Develop plans to package and promote CBFB meeting spaces.
- Coordinates external meetings and events providing pre-event and event day support including audio/visual equipment, catering recommendations, set-up, tours, communication with staff etc.
- Provide support and event coordination for the Development department, including but not limited to: written and verbal communication with clients and internal event planners.
- Schedules and conducts tours of the meeting rooms and/or garden for external groups.
- Compiles and submits reports to evaluate event's success.
- Recruit, schedule and supervise community volunteers for all stages of the garden season.
- Ensure the maintenance of the garden's appearance including landscaping, pathways, garden structures, either directly or through guiding volunteer efforts.

Qualifications:

- High school diploma
- Minimum three years of experience special event operations and planning.
- Minimum of three years of experience in a customer service position.
- Experience coordinating large scale events, including corporate meetings and fundraising.
- Computer skills preferred in word, excel, publisher, Microsoft Outlook,
- Excellent communication skills, both written and verbal

Rate of Pay: \$12.00/hr.

Job Closing Date: Until filled

Please complete an application and submit to Martha Cabrera, Human Resources Manager at 5442 Bear Lane, Corpus Christi, TX 78405.