



VOLUNTEER & CHURCH RELATIONS COORDINATOR

New Hamburg Mennonite Relief Sale

Purpose

The Volunteer & Church Relations Coordinator helps ensure that the New Hamburg Mennonite Relief Sale has the leadership, volunteers and congregational support needed to carry out its mission.

Core Responsibilities

1. Planning Committee Recruitment

Work with the Committee Chair and Governance Committee to identify future leadership needs and recruit new Planning Committee members. Encourage individuals to consider committee service through personal invitations, thoughtful discernment and an understanding of the Relief Sale's mission.

2. Volunteer Recruitment & Coordination

Work with committee members and venue leaders to identify volunteer needs and help fill vacant positions. Recruit volunteers through personal connections, congregations and the community, matching people's interests, abilities and availability with appropriate opportunities.

3. Volunteer Communication & Support

Help ensure volunteers understand their responsibilities, time commitments and expectations. Maintain information about volunteer needs and commitments, support new volunteers and encourage continuity and succession planning.

4. Church Relationships & Engagement

Build and maintain strong relationships with supporting congregations. Serve as a connection between churches and the Relief Sale, share information about its mission and impact, and encourage participation through volunteering, donations, sponsorships and prayer.

5. Volunteer & Congregational Appreciation

Develop meaningful ways to recognize and thank volunteers and supporting churches. Help volunteers understand how their contributions make a difference and encourage a culture of gratitude throughout the Relief Sale.



6. Leadership Development & Long-Term Relationships

Identify potential future leaders among volunteers and supporting congregations. Help welcome and orient new committee members, strengthen ongoing church partnerships and encourage continued involvement in the Relief Sale.

Qualifications / Skills

The Coordinator should:

- Enjoy working with people and building relationships.
- Have strong communication and interpersonal skills.
- Be organized, dependable and comfortable coordinating volunteers.
- Be familiar with Mennonite or Anabaptist congregational life.
- Be comfortable approaching people and inviting them to participate.
- Appreciate the faith-based, volunteer-driven culture and purpose of the Relief Sale.

Time Commitment

This is a volunteer position with responsibilities spread throughout the year, including recruitment activities, communication with supporting congregations, and participation in Planning Committee or other meetings as needed.

The time commitment may increase during periods of committee recruitment and in the months leading up to the Relief Sale.