

# WE'RE HIRING!



## Program & Communications Coordinator

Be Free Revolution is a Christ-centered organization working globally and locally to help people connect with God, themselves, and others through curated retreats, mission trips, individual care, and thoughtful curriculum. BFR Global and The Retreat House are the driving forces of Be Free Revolution, working together to point people to the love and nearness of God.

BFR is seeking a dynamic and detail-oriented Program & Communications Coordinator to support our mission both locally and globally. This role is perfect for someone who thrives on organization, communication, and meaningful service.

### KEY RESPONSIBILITIES

#### ■ The Retreat House

- Serve as the main point of contact for retreat/workshop participants and clients
- Coordinate vendor bookings, manage supply inventories, and report facility needs
- Oversee scheduling, billing, and client communications
- Support meal planning and execution for events and cabin stays
- Assist with marketing efforts including email campaigns, social media, and website updates
- Help prepare and execute retreats and special events

#### ■ BFR Global

- Provide regular updates to sponsors and donors, sharing stories and impact
- Contribute to marketing efforts such as email communications, social media, and website content
- Assist in logistical planning for mission trips
- Collaborate with Kenyan staff to support sponsored children and scholars
- Support in the planning and execution of BFR Camps

### QUALIFICATIONS

- Strong communication and organizational skills
- Experience with event planning, hospitality, or guest services is a plus
- Comfortable with social media, email platforms, and basic website updates
- Ability to manage multiple projects and adapt to evolving needs
- Willingness to be hands-on and flexible

**Location:** Hybrid — based in Memphis, with some remote flexibility

**Hours:** 10-20 per week

