



**Guest Relations Coordinator
In-Person, Full-time, Mt. Pleasant, TX**

Purpose:

Our purpose is to spread the Gospel from east to west to north to south, bringing the word of His Glory to the world and allowing the His Glory family to find community and grow in their faith.

Vision:

Our vision is to reach a billion people worldwide with the hope of the Gospel Message and the truth of Jesus Christ.

Mission Statement:

1. The Bible is the literal and infallible word of God.
2. My house shall be called a house of prayer. Prayer is the foundation of all ministry.
3. We are led by the Holy Spirit and the gifts of the spirit.
4. We have the Father's Heart for the lost, the poor, the elderly, the widow and the orphans.
5. We will be called the servants of the Most High God. We are here to serve Him in ministry.
6. In everything we do, we glorify our Lord. It is our love for Him that compels us.
7. Fivefold ministry according to Eph. 4:11 – The Apostles, the prophets, the evangelists and the pastors and teachers.

GOALS:

Expand His Glory Guest Appearances on our network to spread the Gospel message and reach a billion souls for Christ.

OVERVIEW

At His Glory, our mission is to reach the nations with the truth of God's Word and be a voice of hope in a hurting world. The Guest Relations Coordinator plays a vital role in this calling by cultivating relationships with guests, ensuring they feel valued and equipped, and stewarding every interview opportunity as a Kingdom assignment.

Reporting to the Manager of Production, you will serve as the bridge between His Glory and its guests—helping identify and invite impactful voices, guiding them through the broadcast experience, and following up in ways that strengthen relationships and expand the reach of the ministry. This role is both relational and strategic, ensuring that every guest appearance not only enriches the His Glory audience but also moves us closer to our long-term vision, including advancing our Dream 100 Guest List and broadening the influence of our hosts across other platforms.

The ideal candidate will be highly organized, relational, and mission-driven, combining excellence in communication and logistics with a heart to serve others. By creating a seamless, God-honoring experience for every guest, the Guest Relations Coordinator will help advance His Glory's vision of the Billion Soul Harvest and grow our impact across media, ministry, and culture.

DAY-TO-DAY KEY RESPONSIBILITIES:

- Recruit new and reoccurring guests for appearances on His Glory programs.
- Manage, coach, and schedule all on-air guests on His Glory programs.
- Plan and execute all programming and broadcast elements for the shows: (guest media assets, guest biography, key questions and current event topics) .
- Create questions and scripting for His Glory on-air talent relevant to each guest.
- Work closely with Guest Relations Manager to ensure efficient calendaring of shows and guests.
- Work closely with Production Manager to ensure efficient follow-ups, reminders and confirmations for each guest.
- Communicate with management about rundown and guests.
- Post-Interview Follow-Up: Reach out to all podcast or broadcast guests within 24–48 hours after their appearance to thank them for participating.
- Gather Feedback: Request and document guest feedback regarding their experience to help improve future interviews and strengthen relationships.
- Encourage Amplification: Provide guests with direct links, graphics, and suggested copy to make it easy for them to share their episode across their own platforms and audiences.
- Swag Gifting: Coordinate the sending of His Glory branded swag or appreciation gifts to guests, ensuring timely delivery and a personalized note when appropriate.
- Relationship Building: Maintain an ongoing log of guest interactions, noting responses, feedback, and follow-up opportunities for collaboration or future appearances.
- Internal Communication: Share relevant guest insights and feedback with production, marketing, and leadership teams to inform strategy and enhance guest relations.
- Sales & Sponsorship Collaboration: Partner with the Sales and Sponsorship Manager to ensure all guest-related deliverables, sponsor mentions, and partnership obligations are fulfilled accurately and on schedule each month.
- Partner with the Marketing team to manage the guest calendar and coordinate show promotion efforts.
- Support talent management by collecting and providing bios, headshots, and promotional materials for marketing campaigns and events.
- Collaborate with guests and their teams to secure and coordinate access to their social media audiences for shared promotions and cross-marketing opportunities.
- Dream 100 Guest Strategy: Proactively nurture relationships with past guests while identifying opportunities to align follow-up efforts with His Glory's Dream 100 Guest List goals, helping move priority prospects closer to future appearances.
- Host Media Placement: Coordinate opportunities to book His Glory hosts on other networks, podcasts, and shows, expanding visibility and reaching new audiences to grow the ministry's influence.
- Assist with special projects and tasks as required

Qualifications

- Strong alignment with the mission and vision of His Glory and a heart for Kingdom impact.
- Exceptional communication, relationship-building, and follow-through skills.
- Highly organized; able to manage multiple guests, timelines, and deliverables simultaneously.
- Experience coordinating talent/guests for live or recorded shows (TV, podcast, radio, or events).
- Comfortable working in a fast-paced production environment with shifting priorities.
- Proficiency with calendaring and coordination tools (e.g., Google Workspace, Outlook/Calendly), basic CRM or guest-tracking systems, and messaging platforms (e.g., Asana).
- Strong writing skills for guest outreach, run-of-show notes, and follow-up messages.
- Must be able to work onsite in Mt. Pleasant, Texas.

Preferred

- Familiarity with broadcast/podcast workflows (rundowns, guest prep, media assets, bios).
- Understanding of sponsor/partnership deliverables and cross-team communication (Production/Marketing).
- Light creative skills to assemble guest media kits (links, graphics, share copy) for amplification.
- Existing network of potential guests or bookers; experience with “Dream 100” or similar outreach frameworks.
- Willingness to travel for on-location shoots, events, or conferences as needed.

What We Offer

- Competitive pay and performance-based bonuses.
- A collaborative, mission-driven team environment anchored in prayer and excellence.
- Opportunities for spiritual growth, mentorship, and professional development.
- Direct impact in helping advance the Billion Soul Harvest through media and ministry.
- Meaningful relationships with influential guests and Kingdom partners.

How to Apply

Please email your **resume**, **brief cover letter** (why this mission/role), and any **relevant work samples** (guest booking emails, run-of-show docs, or portfolios if available) to **info@hisglory.me** with the subject line:

“Guest Relations Coordinator – [Your Name]”