

# Job Description



## JOB

- Title: Project Manager
- Reports directly to the Communications Director
- Part Time

## RESPONSIBILITY

### Project Management

- Gather, assess, delegate and track all incoming project requests, such as Communication Requests, AVL Requests, Special Events and Video Projects.
- Develop and maintain the project management system used to track projects and delegate tasks.
- Serve as a liaison between Communications team members and ministries to gather project details and relay relevant information for each task within a project.
- Communicate with staff to ensure projects are completed on time and within budget.

### Assist Executive Director

- Work closely with Executive Director to get projects from idea to execution, fill in the gaps, and setup team for success.
- Assist with scheduling, calendar requests, accounting, paperwork and projects as needed.

### Volunteer Engagement

- Get in touch with volunteers interested in serving with Creative Arts to facilitate getting them involved across our Communications teams. Own the process of prospective volunteers moving from interest to engagement.
- Coordinate initial volunteer meetings or training times with Communications team members.

### Creative Engagement

- Participate in creative meetings to contribute ideas, feedback and keep projects documented.
- Track all current projects in creative meetings to ensure projects are delegated, completed on time and within budget.

## REQUIREMENTS

- A heart for the local church and a growing relationship with Jesus Christ.

- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem-solving.
- Experience in working in a creative environment, or background in areas like worship, production, media or communications.
- Highly responsive and organized with a strong attention to detail.
- Team oriented.
- Takes initiative on projects, see's gaps in processes and enjoys seeing a project through to the end.
- Experience working in a team-oriented, fast-moving, collaborative environment.
- Desire to provide an exceptional experience with ministry leaders and volunteers.
- Ability to conform to shifting priorities, demands, and timelines in a high-pressure environment.
- Has a knack for clear, concise, creative communication.