

JOB TITLE | Communications Project Manager

MINISTRY | Communications

REPORTS TO | Sr. Communications Lead

STATUS | Full Time | Hourly Position

SUMMARY OF CONTRIBUTION

- The Communications Project Manager will provide support and key operational functions to the Communications Department. This role is highly administrative and works to foster a fun, efficient and creative team environment.

RESPONSIBILITIES

- Continual research and implementation of project management systems and best practices.
- Responsible for office management and administrative support.
- Provides ongoing partnership, training, and troubleshooting within all projects .
- Drives consistent rapport and trust both internally and with ministries.
- Represents the Senior Communications Lead in their absence.
- Responsible for the intake, distribution, and organization of project details.
- Maintains key standard operating procedures and policies for respective responsibilities.
- Schedules a variety of calendar meetings.
- Primary note taker for all team meetings and Creative Consults.
- Manages the Communications team Outlook inbox and calendar.
- Manages day-to-day office operations and subscriptions.
- Processes all orders, receipts, and invoices.
- Additional creative, administrative, or leadership responsibilities as assigned, based on skill set and passion.
- Weekly schedule is in-office Monday through Thursday at our Sand Lake Communications office, with flexibility to work remote on Fridays as responsibilities allow.

REQUIREMENTS

- Strong personal commitment to Jesus Christ.
- Excellent written and verbal communications.
- Superior organizational skills.
- Proficient on Apple software, and Microsoft Products (Office 365).
- Experience in administration, coordination, and process development.
- Highly skilled at assessing needs and identifying next steps toward a solution.
- Excellent interpersonal and relational skills with the capacity to navigate challenging conversations.
- Self-starter, self-motivated, and thrives in a dynamic, fast-paced work environment.
- High attention to detail and desire to improve quality and efficiency.
- Seek to learn, contribute, and work at a high standard of excellence.
- Ability to be flexible and handle multiple projects with shifting deadlines.
- Strong time management and organizational skills.
- Must respond with maturity and spiritual wisdom to critique and feedback.
- Proficient in Excel and Adobe CC is ideal. Not required, but must be willing to learn.

EXPERIENCE DESIRED

- Bachelor's degree preferred.
- 2-3 years project management experience preferred.
- Work experience in church ministry setting preferred.
- Planning Center Online experience preferred.
- Proficient in Microsoft Products (Office 365).
- Experience in project management required, Wrike experience preferred.

BRIEF

We are looking for an individual who displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They work to achieve and maintain a high degree of chemistry within all ministries in the organization. This individual is excited about seeing others connect to the church through an exceptional online and in-person experience.