

Communications
Project Manager
Job Description

Status:

Full time, non-exempt

Job Title and Level:

Full Time Support Staff

Minimum Education Requirements:

High School Diploma

General Purpose:

This position will work to provide the appropriate administrative structure and organization to support the communication department and the church as a whole. The project manager will serve as an assistant to the Director of Communication and help oversee the staffing of our worship services and special production needs. This person must be highly organized and motivated as well as have a heart for Christ. Sound board or stage lighting experience a plus!

Overall Responsibilities:

- **Database**
 - Help oversee the proper spreadsheets that are used on a weekly basis.
 - Maintain the church wide databases as they connect with communication needs.
- **Financial**
 - Administer the Communication budget
 - Ensure all proper accounting procedures are followed
 - Oversee the payroll for production team
- **Communications**
 - Handle incoming calls, emails and letters with appropriate responses
 - Meet with church staff to create and coordinate engaging communication strategies as well as identify their needs from the Production Team.
- **Event Coordination**
 - Assist the Director of Communications with any special events or projects going on.
- **Volunteer Coordination**
 - Help identify volunteer opportunities and connect volunteers to those opportunities.
 - Schedule volunteers for the production opportunities weekly
- **Staff Coordination**
 - Schedule production staff and volunteers on a weekly basis to cover all production needs.