

JOB DESCRIPTION
ASSOCIATE PROJECT MANAGER
CAMPUS: SHARED CAMPUSES



Ministry Area: Administration

Ministry Position: Associate Project Manager

Time commitment: 30-40 hours per week, FT salary, exempt status

Reports to: Jim Margida, Director of Administration (DoA)

Position Overview

The purpose of this role is to help manage the mid-sized projects that support all campuses of Grace Church. These responsibilities include managing schedules, developing deliverables, arranging meetings and tracking progress of all affected projects. Two-three years Project Management experience preferred.

Essential Job Functions

- Develop and manage a project tracking report. This report will be used to support a semi-weekly project review with the Director of Administration. Updated weekly, including the “next” deliverable for each project, the overall project summary and the project end date.
- Develop a one-page project tracking process flow chart. This should be used as a support tool when developing project plans.
- Manage all project-related meetings and calendar events which include attendance at meetings of affected projects.
- Assist in the administrative project needs which include, but are not limited to, preparing agendas, scheduling meetings, printing handouts, preparing meeting rooms, hosting events with excellence and other various items for meetings.
- Work with Director of Administration to create, modify and implement policies and procedures.
- Provide administrative support to Finance team projects.
- Willing to provide occasional requests that will be outside normal office duties.

Technical Requirements

- Excellent skills with Excel, PowerPoint, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance (Gracelink, Wordpress, etc.).
- Acute attention to detail

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- A 30-60-90 day review by the Director of Administration.
- Annual Review by the Director of Administration.
- Follow through on assignments including status updates when required, prioritizing as necessary.
- Acute attention to detail; assignments and deliverables should be verified for accuracy prior to delivery.
- Over communicate status, issues and progress of various assignments.