

**JOB DESCRIPTION**  
**ASSOCIATE PROJECT MANAGER**  
**CAMPUS: SHARED CAMPUSES**



**Ministry Area:** Administration

**Ministry Position:** Associate Project Manager / Project Manager

**Time commitment:** 40 hours per week, full-time salary, exempt status

**Reports to:** Jim Margida, Director of Administration

**Position Overview**

The purpose of this role is to support the Director of Administration by managing 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.

**Essential Job Functions**

- Manage a Project Progress Tracking Report. This report will be used to support a weekly project review with the Director of Administration. It is expected that the weekly goals will be met for all affected projects.
- Lead and manage the annual CAPP and Safety Summits for staff and volunteers. This event management includes handling all details of the event including working with leaders on content development, presentation, technology, and overall event execution.
- Work with Director of Administration to create, modify, and implement policies and procedures. Own the Policy Tracker and the annual review of all policies and procedures.
- Work with the Director of Administration to manage the Safety Team administrative/project needs. This includes tracking training status and organizing and managing multi-campus safety meetings.
- Manage all project-related meetings and calendar events which include organization of, and attendance at, meetings of affected projects.
- Manage contract database and vendor files, including monitoring contract submittals to help ensure timely signing. This database will be used to monitor contracts for a monthly review with the Director of Finance.
- Complete regular audits for all campus CAPP approvals and Background Checks. Review audit report with Director of Administration and work with each campus to ensure policies are followed.
- Administer 15 passenger van assessments for all campuses, as needed.
- Act as Risk Management liaison for staff at all campuses.

**Specific Requirements**

- 2-3 years project management experience preferred.
- Acute attention to detail.
- Excellent project management and people skills.
- Strong communication and organizational skills.
- Methodical thinking and able to work independently in a fast-paced environment.

## Technical Requirements

- Excellent skills with Excel, PowerPoint, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Familiarity with Project Management system or software of choice.
- 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

- A committed and faithful attendee of Grace Church.
- 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.
- Has 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 while 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.