



Project Coordinator

Job Description

CLASSIFICATION Quarter-Time	FLSA STATUS Exempt	DEPARTMENT Pastoral Leadership
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POSITION OVERVIEW

Under the direction of the Senior Pastor and working with a diverse group of volunteers, the Project Coordinator organizes, tracks and communicates the status of projects to support the on-going work of the Church Mission Study.

ESSENTIAL FUNCTIONS

- Create and maintain project/initiative documentation
- Equip stakeholders to develop and manage to charters
- Facilitate work flow for various initiatives
- Develop a dashboard indicating/demonstrating progress to-date
- Assess and escalate risks/barriers to meeting milestones or timelines

GENERAL LEADERSHIP & MANAGEMENT SKILLS

- Clear and compelling communicator
- Skillful in project facilitation
- Ability to manage competing priorities
- Collegial and trustworthy

INTERACTION AND ENVIRONMENT

Reports To: Senior Pastor

Supervises: Volunteers

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Lift up to twenty-five (25) pounds

PROFICIENCIES

- Microsoft Office programs
- Social media

EDUCATION, EXPERIENCE AND PERSONAL QUALITIES

- Associates or Bachelor's Degree or combination of applicable education and experience
- Ability to work independently and in collaboration with others
- Strong time management skills

HOW TO APPLY

An application for employment will be considered complete when a candidate submits the following items:

- Cover letter expressing qualifications for position
- Resume
- References made available upon request

Materials should be submitted to the Search Team at PastorShariWSPC@gmail.com