###### 

###### 

###### Project Coordinator

**Job Description**

|  |  |  |
| --- | --- | --- |
| *Classification* Quarter-Time | *FLSA Status* Exempt | *Department* Pastoral Leadership |

#### 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 completing 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](mailto:PastorShariWSPC@gmail.com)