

Job Title: Project Manager
Reports to: Apostle Cynthia Brazelton
Classification: Exempt

Summary

The Project Manager leads the projects and events of the Church by managing the day-to-day operations, budgeting, systems, scheduling, and presentations. Over the course of a project, the Project Manager will need to communicate with staff and pastors, make decisions and monitor the progress of the project and/or event to keep it on schedule. I

Primary Duties

- *Manages the logistics and arrangements needed for conferences, including the facility, food, handouts or giveaways, and technology needed by the speakers.*
- *Plans, evaluates, organizes, directs and oversees the activities of the Conference Committee.*
- *Anticipates needs, forecast results, analyzes and arranges work processes for personnel involved in the conference.*
- *Establishes and maintains rapport with outside sources who provide services for the event.*
- *Creating long and short-term plans, including setting targets for milestones and adhering to deadlines*
- *Delegating tasks on the project to employees best positioned to complete them*
- *Making effective decisions when presented with multiple options for how to progress with the project*
- *Serving as a point-of-contact for teams when multiple departments are assigned to the same project to ensure team actions remain in synergy*
- *Communicating with Pastors and the executive team to keep the project aligned with their goals*
- *Performing quality control on the project throughout development to maintain the standards expected*
- *Adjusting schedules and targets on the project as needs or financing for the project change*
- *After conferences, meet with the team to discuss the overall conference points and its outcomes.*

Qualifications

- *Experience with event planning, budgeting, project management, and related organizational skills a plus, but will train the right candidate*
- *Provide hospitality and event planning for visiting Church partners or guests.*
- *Marketing skills a plus*
- *Must be a citizen of this country or possess a valid work permit*
- *Exceptional detail in follow-up*
- *Knowledge of menu development*
- *Fluency in English both verbal and non-verbal*
- *Maintain flexibility and create efficient new processes and strategies*
- *Passionate about taking a huge vision and turning it into reality through strategic execution*
- *Highly relational (recognize the value of working with and through others)*
- *Strong oral and written communication skills*
- *Familiarity with food and beverage cost controls*
- *Familiarity with sales and marketing tools*
- *Excellent time management skills*
- *Strong organizational skills*
- *Strong budgetary, projections, and cost-control skills*
- *Strong problem-solving skills*
- *Will assume responsibility and accountability*
- *Excellent safety and sanitation skills*
- *Ability to self-motivate, make independent decisions, and solve problems*

