

IPHC Global Ministries Center

Project Manager Job Description



Summary/Objective

The Project Manager will be responsible for managing the varied content and project schedules with Discipleship Ministries. Tasks require a strong attention to detail and require an ability to multi-task and work within deadlines. The Project Manager will assist the Discipleship team through effective communications with constituency at all levels of the organization. Finally, this individual will support the vision and strategic goals of IPHC Ministries.

Essential Functions

Reasonable accommodations are available to enable individuals with disabilities to perform the essential functions.

1. Spearhead all marketing, promotional, and content-driven projects by assigning deadlines and tasks to the Creative Team.
2. Assist all Discipleship Directors with creative projects and content development.
3. Work closely with the Creative Specialists to create a comprehensive marketing campaign for Discipleship Ministries.
4. Schedule and publish digital content, including all social media and website content.
5. Answer inquiries and respond professionally.
6. Assist with communication projects (video conferences, podcasts, and video production).
7. Collaborate with team members for general-level projects.
8. Conform with and abide by all regulations, policies, work procedures, and instructions.

Competencies

1. Communication Proficiency.
2. Global and cultural awareness.
3. Personal accountability, timeliness, efficiency, and credibility.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, copiers, printers, scanners, and utilizes photography/videography equipment and software.

Physical Demands

The physical demands described here represent those required of an employee to perform the essential functions of this job successfully. This is largely a sedentary role; however, it routinely requires transporting photography and videography equipment. This would require the ability to lift, carry up to 40 pounds, and bend or stand on a stool as necessary.

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Position Type

This is a full-time, hourly, non-exempt position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm, with adequate flexibility. This position is amenable to the Executive Director of Discipleship Ministries.

Travel

Occasional travel is necessary for this position.

Required Education and Experience

1. High School Diploma and some college. College degree preferred.
2. Two years of communications, public relations, or journalism experience.