



Communications Project Coordinator

28 hours/week (Mon-Thu, 9am-4pm)

POSITION SUMMARY:

The Communications Project Coordinator will work with the Communications team and report directly to the Communications Director. This person will oversee all central ordering including, but not limited to, print, signage, and apparel. They will also oversee a variety of special projects to include marketing campaigns, special orders, branding / design projects, and special events. The Communications Project Coordinator will oversee each project assigned from start to completion, ensuring each person and/or ministry involved has what is needed to meet the deadline. They will work closely with other ministries as well as vendors to ensure each project is assigned and executed thoroughly.

ESSENTIAL FUNCTIONS

- Manage All Central Ordering
- Manage Video Projects as Assigned by Director (i.e. scheduling contractors, crew, room bookings, and ensuring each person involved is on task)
- Event Project Management (creating tasks in project management software and assigning roles to ensure efficient completion and deadlines are met.
- Photography Projects (scheduled volunteers, works with Communication Team to make sure project is completed)
- Organized, detailed documentation of projects to report to Director
- Documentation of Vendors, Contractors, and Budgets

MINIMUM QUALIFICATIONS

- Must be highly organized and detail oriented
- Excellent written and verbal communication skills
- Efficient thinker and drive to streamline internal and external processes
- Team orientated
- Self-motivated, driven, and needing little supervision
- Ability to multi-task and work well with multiple projects and fast deadlines
- Agrees and aligns with the vision, values and doctrine statement of SVCC
- Effective team building skills and ability to motivate others
- Strategic in nature, innovative thinker with ability to drive projects and strategies through to completion

PREFERRED QUALIFICATIONS

- Ministry experience with a large, multi-site church
- Non-ministry experience in a fast-paced business or organization
- Someone who can think ahead and foresee issues before they arise