



JOB DESCRIPTION

Position: Communications Project Coordinator

Location: Lee's Summit Campus

Classification: Part-Time – 20 hours/week

Reports to: Communications Director

Post Date: 6/23/21

Overview

The Communications Project Coordinator is responsible for the execution of all assigned projects, organizing, coordinating and following up with the work required to complete projects within a defined scope, quality, time frame and cost constraints. This individual serves as the key person for all internal coordination of projects.

Personal Responsibilities

- Be committed to grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18; 1 Peter 2:2) by assembling together for instruction in God's Word, and engaging in the personal study of God's Word.
- Responsibly use the resources at your disposal to foster the mission and vision of Abundant Life (1 Peter 5:1-4).
- Participate in an Abundant Life group (Acts 2:41-42) as well as the discipleship ministry (Matthew 28:18-20).
- Live in a way that glorifies God and aligns with the staff core values (1 Timothy 3:1-7, Titus 1:5-9).
- Be committed to giving to the needs of the saints (2 Corinthians 8:1-7 & 9:12).

Essential Functions and Responsibilities

- Create project timelines from requests. Communicate timelines with ministries through project management software Monday.com.
- Input and monitor projects based on priority and available resources.
- Ensure plans are established and properly approved prior to the commencement of work.
- Monitor work schedules, track progress, and ensure all tasks are completed.
- Report directly to the Communications Director.
- Ensure ministries receive timely and appropriate project information.
- Identify break-downs/problems.
- Lead Project Status Meeting.
- Attend monthly Leaders Meeting when needed.
- Manage and lead the flow of communication projects
- Perform administrative duties as needed, including (but not limited to) credit card reconciliation, email follow-up, and maintaining the communications calendar.
- Work closely with team members to meet deadlines.
- Other duties as assigned.

Skills and Qualifications

This position requires someone with excellent time-management skills and a high level of organizational detail for multiple projects at a time that can thrive in a deadline-heavy work environment. To be successful, the Project Coordinator needs to have exemplary communication skills, both verbally and written. A positive, outgoing, and friendly attitude are vital to the success of this position, as is the ability to be assertive, tenacious, and detail oriented. The capability to thrive in an collaborative environment of healthy critique is vital to the daily operation of the ministry.

Above all, AL relies heavily on the embodiment of the Staff Core Values in all areas of the ministry to support our mission of seeing lives changed by Jesus and our vision of being living proof of a loving God to a watching world. The essential functions and responsibilities listed are representative of the position, but are not intended to be all-inclusive of the traits needed to perform the job.

Experience

- Previous administrative and project coordination experience is preferred.