



## Project Manager

Embrace is an 11-year-old church that has grown to 4,000+ people in weekly attendance and is still growing. We're one church in 5 locations and counting. So much more than that, we're seeing people come to know the Lord and God is changing lives. People are getting connected with others and growing deeper in their walks with the Lord. Above all, He's being glorified. We've never been more excited about what the Lord has in store.

**Position Title:** Project Manager    **Position:** Part Time

### **Summary of the position:**

The Project Manager's role is to implement and oversee systems and organizational practices to enhance the potential and execution of vision, creativity, and production from the Communications and Marketing efforts of the Creative Team of Embrace Church. The Project Manager will work closely with Creative Team members and managers and other departments to execute projects to support Embrace's services, conferences, and departmental needs as well as projects for marketing, website, and special events.

### **Experience and Knowledge Required:**

Experience managing multiple project timelines and details while successfully keeping multiple team members on schedule and meeting deadlines

Ability to work as a team player and discuss needs, challenges, and ideas

Ability to think ahead, anticipate needs, offer creative solutions, and make things happen

Knowledge of industry-specific practices, tools and language; the ability to "talk the talk" with team members and external contacts

Excellent written and verbal communication, including presentation skills

Ability to persuade and negotiate with others, including conflict resolution skills

Highly self-motivated with the ability to drive projects to completion

### **Essential Functions and Responsibilities:**

Manage multiple team (design, social media, writing, website, conference/special event) projects across all phases, including initiation, planning, and execution

Create and maintain systematic and organizational processes for the Creative department, Communications and Marketing Team, including but not limited to timelines, goals, revision history, content delivery

Ensure that project timelines are met on time or ahead of schedule

Make recommendations to management about schedules, prioritization, and resource allocation with input from team members

Create and maintain a knowledge base of documentation detailing the scope, functionality and history of developed content

Research, develop, and implement strategies for healthy and effective team communications and project management

Provide excellent "customer service" to everyone we work with, especially by communicating with other Embrace departments and staff members about project questions, timelines, expectations, vision, goals, and content delivery

### **Other Duties and Responsibilities:**

Manage projects, organize tasks, and prioritize workload

Communicate project progress with ministry departments

During non-business hours he or she should be available for rare emergency work

Participate in church wide events

Other duties as assigned

### **Attributes:**

Life-giving spirit and attitude

Driven to pursue excellence

Creative mindset

Out-of-the-box thinker

Task-oriented

Demonstrate loyalty to the vision of the team and church

Must share the vision of embrace - *To reach the next person for Jesus.*

Loyal, heart of a servant

High-capacity, multi-tasking individual who is comfortable working independently without constant supervision while also being able to work as a team player

Strong written/oral communication and interpersonal skills

Highly self-motivated

**Extent of Personal Contact:**

Routine contact with staff and some volunteers

**To apply:** Simply send a cover letter, short statement of faith & resume to [info@iamembrace.com](mailto:info@iamembrace.com)  
or mail it to: Embrace Church, 2800 E 57<sup>th</sup> Street, Sioux Falls, SD 57108

**Contact:** [info@iamembrace.com](mailto:info@iamembrace.com) or 605.271.3249 with any questions or comments. Learn more at [www.iamembrace.com](http://www.iamembrace.com)