



Project Team Manager

Department: Communications

Reports To: Director of Communications

Position and Church Summary:

The Project Team Manager is responsible to advance the gospel by managing workflow and project assignments for the Communications and Creative Team and providing professional administrative assistance to the Communications Director. As the internal point of contact for all projects, you will serve as the liaison with all church departments and vendors, as well as process all departmental project requests. You will assist the Communication Director in overseeing and managing the end-to-end development of projects.

This position is critical to expand the reach of Bethel Church while simultaneously enhancing Bethel's effectiveness to pursue our fundamental goal, which is to make disciples of Jesus Christ whose lives are all about him.

Bethel is a growing, nondenominational, evangelical church that is striving to exalt Christ through expository preaching, God-saturated worship, loving community, and gospel outreach. We are located 30 minutes south of downtown Chicago in Northwest Indiana. Our five locations average between 3,200-3,400 people each weekend across eight services (pre-COVID). *Outreach Magazine* has named Bethel one of the 100 largest churches (2019) and 100 fastest growing churches (2017) in America. Visit bethelweb.org for more information.

General Responsibilities

- Know the project scope, details, and status at all times. Interact with the creative and communications team to determine project feasibility based on scope and timing. Identify and prevent possible risks that may affect projects
- Create, update, and maintain detailed project schedules in our project management software and ensure that all deadlines are met according to the schedule. Meet weekly with the Communication Director to discuss and gain approval on requests before assigning them.
- Participate in planning and providing the execution strategy (pricing, deliverables, and timing) for all projects.
- Work with departments and leadership to identify and secure project resources and provide project status updates
- Assists Communications Director in maintaining communications expense report and budget transactions
- Write and distribute weekend announcements to campuses
- Proofread communications content, promotional materials and other creative elements

- Document minutes during communication and creative meetings
- Perform other duties as assigned

General Church Duties

- Participate in all required events and activities for Bethel Church staff, such as Sunday services (including major holidays), staff meetings, prayer meetings, specific events, continuing education events, training opportunities etc.
- Other responsibilities may be added as new ministry needs arise and personal gifting develops

Qualifications

- Minimum of 2 years of project management experience
- Excellence in written, presentation and interpersonal forms of communication
- Strong administrative skills including great written and verbal skills
- Ability to think creatively and strategically and use excellent judgement while working in a fast-paced environment
- Ability to manage multiple projects at once as an organized self-starter
- Committed to teamwork with leadership, staff, and congregation of Bethel Church
- A Mature Christian who possesses a strong and growing relationship with Jesus Christ
- Identifies closely with the mission, values and doctrinal position of Bethel Church

Competencies

Administration – Strong ability to simultaneously support/manage multiple projects from beginning to end with dependability and excellence.

Leadership – Works well with a large and diverse staff team. Has a desire to collaborate and develop strong healthy relationships

Team Work– Desire to work others within a large and diverse team.

Technology – Proficient in the utilization of various software platforms. This includes but is not limited to Word, Excel etc.

Writing – Can clearly and effectively communicate the written word. A proficient editor who can adopt written texts for the medium being utilized.

Strategic Thinker – Able to see both the big picture and the detailed steps required to achieve specific objectives.

Contact Information

Submit applications to Danielle Truckenmiller at dtruckenmiller@bethelweb.org