

## PROJECT MANAGER ROLE DESCRIPTION

The Project Manager plans and coordinates various aspects of production for video projects, special projects and weekend services as requested in such a way that projects are executed in a timely, excellent fashion and ministries are well-supported and positioned to achieve their goals.

## RESPONSIBILITIES

### Produce and Manage Creative Projects

- Consult with leaders and teams to establish project specifics, goals, and timelines
- Develop and lead project plans for goal accomplishment (on time and within budget)
- Coordinate plans, budgets, logistics, contractors, contracts, casting, staff, volunteers, schedules, locations, daily operations and physical needs

### Provide Administrative Support to the Creative Programming Team

- Track and maintain annual budgets and expenses
- Develop and maintain annual project calendars
- Implement and maintain organizational systems and software
- Assist with day-to-day operations

### Recruit and Lead a Highly Effective Volunteer Creative Programming Team

### Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

### Perform Other Duties and Tasks As Assigned

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Demonstrate a Commitment to Growth

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active members
- Be an active, engaged participant at weekend services
- Serve at church-wide, all-hands-on-deck events (e.g. Christmas & Easter services, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

## REQUIREMENTS

Bachelor's Degree in Film Production, Television Production, Project Management, Business Management (or equivalent industry experience)

**POSITION TYPE:** Full-Time