



JOB DESCRIPTION

Job Title: Converge International Ministries Creative Project Manager
Department: Marketing & Communications
Reports To: Director of Marketing & Communications
FLSA Status: Non-exempt

SUMMARY

The Converge International Ministries Creative Project Manager oversees the marketing and communication projects for Converge International Ministries. As a Marketing and Communications team member, this role is imperative in helping shape and create ideas for projects, defining clear goals and objectives and keeping the team on task.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works closely with Converge International Ministries to help shape, create and execute projects through the Communications and Marketing team.
- Manages the development of projects within the department, including event promotions and marketing campaigns.
- Oversees several internal systems, including budgetary and project management tools.
- Self-starter that works well in a team-driven environment.
- Delegates project tasks based on department members' areas and scopes of work.
- Natural leader who influences those around them to complete projects on time and to the best of their ability.
- Helps manage Converge brand.
- Works closely with vendors and contractors, ensuring clear communication across the board
- Works closely with accounting to ensure invoices from vendors are paid on time.
- Helps manage website updates.
- Functions well in a fast-paced environment and a strong ability to multi-task.
- Performing quality control on projects throughout their development to maintain standards and expectations.
- Communicates well and effectively with other departments to keep projects aligned with goals.
- Serves as the point of contact for teams when multiple tasks are assigned to the same project to ensure team actions remain in synergy.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Leadership Skills
- Decisiveness
- Problem-solving skills
- The ability to delegate effectively
- Time management

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.A.) from a four-year college or university in communications, marketing, journalism or comparable experience.
- Knowledge and experience of project management processes and tools (Teamwork preferred).
- Experience using Microsoft Office applications.
- Passion for learning the latest technologies and techniques.
- Experience in the operations of PC and Apple computers to develop, organize and complete tasks and projects using software programs such as Microsoft Outlook, Word, Excel and PowerPoint.

LANGUAGE SKILLS

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Travel may be required for various meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk building-wide. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.