



Position Profile: Project Manager for (Full Time)
(Specializing in Cross Point Kids and Resident Program)

Reports To: Creative Operations Director

Purpose:

To lead specific projects for Cross Point as assigned by the Creative Operations Director, with a project emphasis in Next Gen Ministries and the Residency program.

Skills & Abilities:

- Team player with a high level of responsibility and ownership
- Optimist and encourager
- Ability to activate and motivate others to their best work
- Clear and proactive communicator, energized by both taking and giving direction
- Passion for developing processes, ideas and people
- Ability to solve problems and resolve issues quickly
- Capacity to manage multiple tasks in various stages of development
- Excellent interpersonal skills and the ability to maintain composure and grace in high-pressure and fast-paced situations
- Passion for the vision and staff values of Cross Point Church
- Belief for the future of the next generation of the Church

Primary Responsibilities:

- Establish effective project plans and creative requests, track their progress and ensure their execution
- Assist Next Gen team with creating standards for environments as well as coordinating details for special projects, events and expansion needs
- Establish and maintain relationships with third parties/vendors
- Meet with clients to take detailed briefs and clarify specific requirements of each project
- Support in the recruitment and development of volunteers
- Coordinate with cross-discipline team members to make sure all parties are on track with project requirements, schedules and deadlines
- Ensure clients have a positive experience from start to finish and receive clients necessary and desired elements on time

- Meet with project team members to identify and resolve issues
- Ensure that all projects are executed embodying Cross Point's church and staff values
- Promote a culture of high performance and continuous improvement that values learning and a commitment to excellence
- Serve as a liaison to communicate with other areas and ministries of Cross Point as a voice of the Creative team, as needed
- Maintain urgency and proactive approach to timelines for projects
- Use and continually develop leadership skills
- Other duties as assigned

Education/ Experience Requirements:

Minimum 1-2 years of administrative or project management experience.