



Position: Campus Discipleship & Multisite Project Manager

Reports to: Campus Ministries Pastor

Supervises: N/A

Classification: Full-time

Location: Central Offices

Organization: The Church of Eleven22

Objective

This position is responsible for providing administrative and project support to the Pastor of Campuses and Discipleship as well as supporting the campus discipleship ministry, Care ministry, and multi-site ministries as it seeks to reinforce the weekly worship experience by providing environments and tools for people to discover and deepen their relationship with Jesus Christ.

Key Responsibilities

- Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession, repentance and fellowship
- Support the Pastor of Campuses and Discipleship through calendar management, budget management, meeting and ministry support and assistance as needed on various projects
- Support the campus discipleship team, multi-site team and Care team as needed
- Support of deacons and the deacon nomination process
- Create and maintain effective organization, file management, planning and calendaring systems to support project and team management
- Manage budget preparation, monthly budget reviews, spend tracking and credit card reporting
- Manage logistics and timelines for special events and projects (i.e., team meetings, off-sites, training events, team care/fun, etc.), as needed

Competencies

- Excellent organization, planning, prioritization and problem-solving skills
- Ability to think strategically and offer solutions in addition to executing requests in a timely fashion
- Demonstrated judgment and discernment; self-starter; initiative
- Ability to perform several detailed tasks concurrently with ease, timeliness and professionalism
- Strong written and verbal communication skills

- Ability to interact effectively with individuals at all levels, inside and outside of the church in a professional manner

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- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion
- Works effectively and efficiently in Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Modeling The Church of Eleven22's mission, vision, core values, and code of conduct
- Individual Mission & Morale
- Active participation in the life of the church as an engaged covenant member

Education & Experience

- Minimum high school education (Bachelor's preferred)
- Two years church-based ministry and/or administrative experience

Position Type/Expected Hours of Work

This is a full-time position, 40 hours per week, reporting to the Campus Discipleship Pastor. Days and hours of work are typically Monday thru Friday, 9am - 5pm, however hours may vary based on weekend service responsibilities and/or special events.

Work Environment

This job operates in a professional office environment, within a multi-person pod. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

This is a mostly sedentary role; however, some activity is required at times. This activity would require the ability to lift small boxes and transport them to multiple campuses, setup tables, stack and reposition chairs and stand during special events.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

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age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.