

THE CHURCH OF Eleven22

Position: Worship Gatherings Project Manager

Reports to: Worship Gatherings Pastor

Supervises: N/A

Classification: Full-Time

Location: San Pablo

Organization: The Church of Eleven22

Objective

To assist the Director of Worship Gatherings by providing administrative and project support to the Director of Worship Gatherings and service programming, worship, production and media ministry areas.

Key Responsibilities

- Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, personal worship, fasting, confession and fellowship
- Support the Director of Worship Gatherings with administrative tasks including calendaring, expenses and general email correspondence
- Support the Service Programming Director, Worship Director and Worship Gatherings Director in establishment and coordination of team meeting rhythms, to include taking notes and follow up to ensure completion of resultant action items
- Coordinate creation of MAPs, Budgets and M&Ms for worship gatherings core team members
- Oversee monthly budget reviews, spend tracking and credit card reporting to ensure the worship gatherings ministry areas operate within budget
- Support the Service Programming Director with logistics/information capture for creative offsites
- Oversee/execute the contractor payroll process for worship, production and media
- Support the worship gatherings core team members with logistics for interviews for prospective staffers as well as onboarding new staff
- Primary point of communication with Music Services (publishing) and DistroKid (distribution) for Eleven22 Worship projects
- Oversee logistics and timelines for special events and projects (i.e. team off-sites, training events, etc.), as needed

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Strong proactive communication skills
- Ability to learn and utilize new computer software



Education and Experience

- Minimum high school education (Bachelor's Degree preferred)
- Proficient with Microsoft Office Suite (Excel, PowerPoint, Word, etc.)
- Knowledge of Planning Center and Basecamp 3
- Three years' experience of working on/leading a team

Position Type/Expected Hours of Work

This is a full-time position, 40 hours per week, reporting to the Director of Worship Gatherings. Days and hours of work consist of Monday-Friday (9am-5pm), with occasional need for support on Sundays during service hours, as well as availability for staff "all-skate" events.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This role would require the ability to lift equipment and bend or stand as necessary.

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, 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.