



MOUNTAIN VIEW CHURCH

JOB DESCRIPTION

COMMUNICATIONS PROJECT MANAGER

DETAILS

Work Location // MVC Campus

Classification // Full-Time Exempt Employee.

Weekly Hours // 40+

Scheduled Shift // Sunday-Thursday

Department // Communications

Team // Communications

Direct Report // Lead Communications
Director

Available Benefits // As a Full-Time Employee you are entitled to the following benefits:

- Group medical and dental insurance (effective on the first day of the month following a 30-day waiting period)
- Optional supplemental insurance, if currently offered by MVC
- 403b retirement plan with discretionary match (eligible after one year and 1,000 hours worked)
- MVC Merch discount of 20%
- Paid time off, paid sick leave, paid holidays, and other paid or unpaid leave in accordance with the Employee Handbook
- Other benefits available in accordance with the Employee Handbook

Supervisory Responsibilities

This position will have oversight for all members of the communications team.

JOB DESCRIPTION

Summary

The Communications Project Manager will help create, plan, and implement the communications strategy at Mountain View. They will be responsible for gathering all project requirements, relaying them to team members, and helping ensure that the Communications Team serves all ministries and the church well. This job requires someone with an eye for details but who can see the big picture. Someone who is a team player, organized, and thrives in a fast-paced environment.

Primary Responsibilities

Be the front lines for Communications at Mountain View, scheduling meetings, managing timelines and deliverables, and helping move the ministry of Communications and Mountain View Church forward.

Specific Duties

- Drive and oversee project management for the entire Communications team from start to finish.
- Assign and track project tasks for all team members
- Ordering of all physical deliverables.
- Keep clients and the Lead Communications Director up to date on projects.

- Final delivery of project deliverables to clients.
- Organize monday.com boards for communications and team members.
- Manage all merch including ordering and picking up.
- Keeping accurate account and tracking of physical inventory and budget for merch.
- Monthly volunteer scheduling for all comms teams.
- Help keep the Communications team operating within budget.

REQUIRED SKILLS/ABILITIES

- Excellent organization skills and attention to detail.
- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and be effective under stress.
- Demonstrate a high regard for confidential and sensitive information.
- Reliable, trustworthy, and a self-starter.
- Positive and energetic attitude.
- Flexible, coachable, and teachable spirit.

PREFERRED SKILLS/ABILITIES

- 1 year Monday.com or equivalent project management program experience
- 2 years experience with Google Business Suite
- Working knowledge of all current social media platforms
- Familiarity with online payment processing software (ex. Square, Shopify, Stripe, etc)

EDUCATION AND EXPERIENCE

- Highschool Diploma or GED equivalent
- Experience with project management software.
- Experience with brand and brand asset management.
- Experience in marketing strategies and platforms.

PHYSICAL REQUIREMENTS

- Standing for prolonged periods of time.
- Must be able to lift up to 50 pounds at times
- Excellent stamina and physical health.

ACCOUNTABILITY

- Background Check
- Attend one celebration per weekend.
- Attend all staff meetings.
- Adhere to the MV Staff Handbook.
- Servant leadership.
- Passionately live out a daily relationship with Jesus Christ.
- Model a strong relationship with his or her spouse (if married) & children (if applicable).
- Demonstrate integrity in words, relationships, and actions.
- Show a pattern of biblical tithing.

EXPECTATIONS

- Great attitude and the proper perspective of ministry.
- Excellence and professionalism in everything. As defined through these areas:
 - Environment (Irresistible)
 - Efficiency (Organization)
 - Effectiveness (Purpose)
 - Excitement (Passion)

OUR CORE VALUES

Authenticity

Real truth in a raw way

Diversity

We will resemble heaven

Creativity

Never the same, always learning

Integrity

True to who we are and what God has called us to do

Excellence

Everything for the glory of God

Passion

For the person and power of Jesus and the people He loves

Faith

For God to do the impossible right here, right now, through us