



Position Profile

Title: Project Manager

Reports To: Lead Project Manager

PURPOSE

To lead specific projects for Cross Point as assigned by the Lead Project Manager, overseeing the planning, implementation and tracking of specific short-term projects which have a beginning, an end and specified deliverables.

SKILLS & ABILITIES

- Team player
- An optimist and encourager
- High level of responsibility
- Ability to activate and motivate others to their best work
- Clear and proactive communicator
- 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 inter-personal skills and the ability to maintain composure and grace in high-pressure and fast-pace situations

PRIMARY RESPONSIBILITIES

- Establish effective project communication plans, track their progress and ensure their execution
- Establish and maintain relationships with third parties/vendors
- Meet with clients to take detailed briefs and clarify specific requirements of each project
- Use and continually develop leadership skills
- Maintain urgency and proactive approach to timelines for projects
- Coordinate with cross-discipline team members to make sure all parties are on track with project requirements, deadlines and schedules
- Ensure clients have a positive experience from start to finish and receive clients have necessary and desired elements on time
- Meet with project team members to identify and resolve issues
- Submit project deliverables and ensure they adhere to quality standards
- Recruit and develop volunteers
- 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 quality