

LifeBridge Christian Church Position Description

Project Manager

Status: Full Time
Work Days: Sunday - Thursday (some evenings and weekends needed for special events)
Reports to: Environments Director // Operations Team

SUMMARY

The Project Manager will help advance the vision and mission of the church by leading critical church projects and events to successful completion, stewarding and maximizing the church's people, resources, and momentum. This role partners closely with pastors, ministry leaders, staff, and volunteers to plan, coordinate, and execute projects, initiatives, and events that support ministry impact and organizational health. The Project Manager works in a collaborative, efficient, and honoring manner - championing purpose, bringing clarity to goals, aligning teams, managing timelines and budgets, and fostering strong communication throughout each project. Through thoughtful leadership and faithful stewardship, this role helps ensure work is done with excellence, unity, and a heart that reflects the values of the church.

WHO YOU ARE

- Continually investing in and growing your personal relationship with Jesus Christ
- A disciple who makes disciples
- Demonstrates an excellent standard of character, honesty, integrity, and ethical conduct
- Fully supports LBCC's statement of beliefs and embodies staff values
- Relationally gifted; builds trust quickly and leads in a way that cultivates a healthy culture
- A high performer who develops and sustains a culture of excellence
- Direct, clear, and appropriately assertive in leadership
- A strong communicator who represents the church well and creates organizational clarity and unity
- A builder who thrives in fast-paced, high-growth, and complex environments
- Enjoys problem-solving and developing creative, innovative solutions
- Highly organized, thorough, and effective in time management and multitasking
- Able to represent the church professionally and confidently in all settings
- Able to work independently with minimal direction while providing leadership and direction across teams
- Maintains composure, exercises good judgment, and responds with wisdom and solutions when challenges arise

WHAT YOU DO

- Project & Event Management
 - Implement and maintain a project management process that is repeatable yet flexible enough to adapt to varying project scopes, needs, and goals
 - Utilize effective tools and systems that promote project success and team unity
 - Champion the vision and purpose of each project, continually providing clarity to ensure alignment with stated goals and next steps
 - Provide overall planning and organization for each project, including meetings, agendas, timelines, budgets, and team coordination
 - Proactively identify obstacles, remove barriers, and minimize interruptions that could delay or derail project goals
 - Serve as the primary expert in the church's project management tools and lead staff in their effective use
 - Lead post-project evaluations to assess purpose alignment, outcomes, effort, and financial stewardship relative to the budget
- Team Management
 - Recruit and lead the right team of leaders for each project to ensure successful outcomes
 - Model and cultivate healthy project teams marked by unity, joy, collaboration, high performance, and accountability
 - Work closely with Project Owners and Project Team Leads to solve problems, address gaps, and keep projects moving forward
 - Contribute ideas that strengthen projects, increase momentum, and improve overall effectiveness
 - Hold staff and project leaders accountable to agreed-upon responsibilities, timelines, and outcomes
 - Remain approachable and collaborative, helping others problem-solve without taking over responsibility for their role

EDUCATION, EXPERIENCE

- Previous experience managing projects and leading people
- Minimum of two (2) years of relevant project and/or event management experience
- Demonstrated ability to manage complex projects, lead teams, meet deadlines, stay on budget, and bring projects to successful completion