

CEDARCREEKCHURCH

Position: Project Manager of Campuses
Direct Report: Executive Director Campuses
Average Hours Per Week: 40

Department: Campuses
Campus: Central Support
Hourly

Position Summary

The Project Manager of Campuses is responsible for providing training and support, and managing workflow and communication between Campuses, Central Support, and other teams in order to help meet and exceed the vision, values and standards of CedarCreek Church in Campus execution.

Position Responsibilities

- Vision, Values and Standards - Implementing the vision, values and standards of CedarCreek within Campus execution

Training and Support

- Providing Campuses with the appropriate knowledge, training and support for current and emerging technology and programs
- Willing to become an expert in Rock, Planning Center Online, Teamwork, Paylocity, Slack, and other management systems
- Acting as a training representative for new hires within the Campus Teams
- Provides ongoing training and help for Campus Team members in these systems

Network Support

- Building kingdom-minded relationships with other churches
- Research best practices and collect data from churches CedarCreek is benchmarking (Northpoint, Church of the Highlands, etc.)
- Be willing to share CedarCreek best practices by providing information, support and training from within the Campuses to other churches

Communication

- Facilitating and managing a clear line of communication between Central Support and individual Campuses
- Be willing to go the extra mile to find the answers your team needs
- Act as a liaison between Campus and Central Support

Resource & Equip

- Providing all the necessary materials to Campuses for effective execution of weekly vision, values and standards
- Campus Involvement – Having a pulse on the Campuses through attendance at Campus Team meetings and regular weekend involvement
- Work with Logistics to ensure Campus Teams know what is coming in their transfers

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Weekend Responsibilities

- Be on call (especially Saturdays between 3 – 5) to troubleshoot problems pertaining to the weekend services at the Campuses
- Be willing to travel to Campuses to serve Campus Teams in action on the weekend (There is some flexibility here)
- Make sure the Campuses are properly resourced for weekend execution and help track down information and materials needed to make weekend services a success
- Ensure that the correct materials are returned to Central Support from the Campuses in a timely manner after the weekend

Leadership

- Recruit and train 2-3 Central Support volunteers to help with simple administrative tasks
- Train and equip Campus administrative teams

General Administrative Support

- Coordinate daily calendar of Executive Director including scheduling and monitoring of appointments and outside speaking events
- Help monitor email account of Executive Director
- Draft communication on behalf of Executive Director
- May be asked to represent Executive Director in meetings such as Campus Team meetings, project phases, special event planning, and meetings with outside organizations
- Prepare and print documents and agendas for Campus Team meetings
- Process receipts for documentation and reimbursement for Executive Director
- Provide other general administrative tasks at the request of Executive Director

Position Requirements

- Demonstrating character, competency, chemistry and commitment and modeling the virtues of an Ideal Team Player - Humble, Hungry, Smart
- Modeling and championing the mission, vision, values and standards of CedarCreek Church
- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and participation in a Group
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report and/or Elders

Measurements

The Project Manager of Campuses will be evaluated by the following quantifiable measurements:

- Improvement in unity between the Central Support and Campus Teams
- Communication of standards and processes between the Central Support and Campus Teams
- Providing the Campus Teams with the information they need to pull off weekend services, groups and events
- Building and maintaining relationships that are needed to support and execute Campus Team goals

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Accountabilities

In addition to the quantifiable measurements, the Project Manager of Campuses will also be held accountable for the following:

- Ensuring the safety of all guests and volunteers during ministry activities, setting and maintaining healthy standards of conduct
- Ensuring that the values of CedarCreek Church, Campus, and Ministry are upheld personally, as well as within all Campus activities, and among volunteers
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity with Ministry Services, Ministries, Arts, and Campus Staff across all Campuses
- Maintaining a positive mental attitude regarding CedarCreek Church and its leaders and in the presence of guests, staff and volunteer leaders at all times

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position.

- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
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The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Disclaimer

Nothing in this job description restricts the right of the Project Manager of Campuses' Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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_____/_____/_____
Employee Signature Date

_____/_____/_____
Executive Director of Campuses Signature Date

_____/_____/_____
Director of Human Resources Signature Date

cc.
Direct Report
Employee File