|  | **POSITION TITLE:** Project Manager of Next Gen and Outreach  **CAMPUS OR TEAM:** Central Support  **REPORTS TO:** Executive Director of Next Gen and Outreach **HOURLY** **HRS PER WEEK:** 40Position summary The Project Manager of Next Gen and Outreach is responsible for communication within the Next Gen and Outreach Team and with other teams, for project/event management, and for systems training, maintenance, and improvement in order to help meet and exceed the Vision, Values and Standards of CedarCreek Church in the Next Gen and Outreach Department. POSITION RESPONSIBILITIES: **Communication**   * Facilitate and manage clear lines of communication between Next Gen and Outreach ministries, and with all other departments * Go the extra mile to find the answers the Next Gen and Outreach Team needs * Maintain communication with Campus Ministry Directors by regularly visiting Directors meetings and being available for system support.   **Systems Training**, **Maintenance, and Improvement**   * Develop expertise in Rock, Planning Center Online, Teamwork, Paylocity, and other management systems. * Act as a training representative for new hires with the Next Gen and Outreach Team * Provide the Next Gen and Outreach Team with ongoing knowledge, training and support for current and emerging technology and programs * Maintain databases that support ministries. * Maintain recurring processes that support ministries (background checks, consent forms, etc.) * Identify opportunities for improving ministry systems and develop strategies for implementing them.   **Project and Experience Execution**   * Participate in Next Gen programming as needed. * Ensure that all digital content needed for weekend services has been uploaded as needed * Ensure ministries are properly resourced for weekend execution by tracking down materials and information, coordinating with logistics, and communicating with campuses * Facilitate Next Gen and Outreach Arts requests as needed. * Execute various elements of projects related to the Next Gen and Outreach Team * Complete all procurement for the Next Gen and Outreach Team. * Provide feedback to Next Gen and Outreach through regular visits to ministry events and weekend services * Assist Executive Project Manager in managing and coordinating Next Gen and Outreach Hub Events.    POITioN REQUIREMENTS:  * Being a tithing Missional Member in good standing at CedarCreek Church * Attendance at a weekend service and in a Group or on the DreamTeam * Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church * Honoring the CedarCreek Church Staff 10 Points of Accountability  MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:   * Dashboard metrics  ACCOUNTABILITIES: The position will also be held accountable for the following:   * Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam * Maintaining good fiscal responsibility, stewarding resources with excellence * Maintaining unity within all Departments, Campuses, and Ministry Areas * Maintaining a positive mental attitude regarding the Church and its Leadership and * Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times  Disclaimer Nothing in this job description restricts the right of the Position’s 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.  **ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**   * **Climbing**. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.** * **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium**. * **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. * **Kneeling.** Bending legs at knee to come to a rest on knee or knees. * **Crouching.** Bending the body downward and forward by bending leg and spine. * **Crawling.** Moving about on hands and knees or hands and feet. * **Reaching.** Extending hand(s) and arm(s) in any direction. * **Standing.** Particularly for sustained periods of time. * **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. * **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. * **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. * **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. * **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. * **Grasping.** Applying pressure to an object with the fingers and palm. * **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. * **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.   **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.   **The conditions the worker will be subject to in this position.**   * The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes. * The worker is subject to outside environmental conditions. No effective protection from the weather. * The worker is subject to both environmental conditions. Activities occur inside and outside * The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level. * The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. * The worker is required to function in narrow aisles or passageways. |
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