



Position Description

Position Title: Project Manager
Reports To: Chief Operating Officer
Hours/Location: Part-Time, 10 to 12 hours per week, Fully remote

SUMMARY

The Project Manager will oversee and coordinate projects from inception to completion, ensuring they are finished on time, within scope, and on budget. This role involves managing project plans, resources, and communication with project team members while identifying and mitigating risks and addressing any issues that arise.

QUALIFICATIONS/REQUIREMENTS

- Strong organizational and leadership skills
- Ability to manage multiple projects simultaneously
- Experience with project management methodologies and tools
- Proven track record of successful projects completed

ESSENTIAL JOB DUTIES

- Defining project scope, objectives, and deliverables in collaboration with project team.
- Develop detailed project plans, including timelines, resource allocation, and budgets.
- Lead cross-functional teams, assign tasks, and monitor progress to ensure project milestones are met.
- Manage project risks and issues
- Communicate project status, updates, and changes to team members and to ensure alignment with project goals.
- Coordinate with vendors and external partners, as necessary.
- Ensure project documentation is complete and accurate, including reports and project files.

GENERAL REQUIREMENTS FOR ALL POSITIONS

- A Christian, willing to sign the Legacy Coalition Statement of Faith
- Preferably a grandparent, or soon to be one
- Able to work in a virtual environment and participate in meetings via telephone or Internet technology platform (currently ZOOM)
- Retired or working part-time