 JOB DESCRIPTION

**Position**: Operations Project Manager

**Reports to**: Operations Director

**Supervises**: N/A

**Classification:** Full-Time

**Purpose**

This position is responsible to help strengthen, plan, and assist in the administration and function of the overall church operation, specifically as it relates to management of large long term projects. This position will work with all ministry areas in the creation of new reports and then analyze that data finally communicating this analysis to ministry leaders. To work in such a way that removes barriers to The Church of Eleven22's vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

**Education**

* Bachelor’s degree in a related field preferred.

**Experience**

* 3-5 years of work experience in any field requiring a high level of decision making.
* Experience managing projects
* Heavy data analysis experience

**Required Competencies and Skills**

* Project Management
* Database Management
* Strategic Thinking
* Reporting and Data Analysis
* Ability to Manage Time and Workload Effectively

**Key Responsibilities**

* Take large scale projects from initial discussions, to planning, and finally to execution.
* Collaborate with all ministry areas regarding reporting
* Churchwide Data Analysis
* Any projects as assigned by Operations Director
* Any and all duties as assigned

**Measurements of Success**

* Model the Church of Eleven22’s mission, vision, and core values
* Help ensure the completion of Operations Team Ministry Action Plan
* Ensure Churchwide reporting is proactively management with concern to all ministry areas.