



Project Manager

JOB DESCRIPTION

EDUCATION/TRAINING:

- Minimum one year post secondary education.

EXPERIENCE:

- Administrative leadership
- Overseas ministry
- Leadership
- Computer knowledge

SCOPE:

- To assist the Director of International Operations in:
 - > Project Research
 - > Preparation of project proposals and presentations
 - > Project and field assessments
 - > Building and maintaining relationships with field partners
 - > Project budget management
 - > Coordinating project activities with Teams and Project Services and Material Aid Manager
 - > Daily project management
 - > Primary HFL contact
 - > Coordinating and attending meetings with church leadership to sign agreements
 - > Maintaining on-going communications with church contact regarding projects
 - > Helping prepare assistant/associate team leaders

ADDITIONAL RESPONSIBILITIES:

- Assist in general ministry tasks as required

SKILLS REQUIRED:

- Detail oriented
- Time management
- Organization skills
- Communication skills
- Competence in MS office programs
- Self-initiator
- Leadership ability

ACCOUNTABLE TO:

- Director of International Projects

STAFF CATEGORY:

- Full Time Supported