
Title: Project Coordinator
Reports to: Communications Pastor
Revision Date: 02/16/2020

Position Overview: The Communications Project Coordinator is responsible for overseeing the project workflow of the Communications department. This includes managing departmental budgets, assisting with production design while facilitating interdepartmental/vendor communications. This position requires exceptional organizational skills.

- Organize and maintain a current job listing for the Communications team in project management software (Monday.com).
- Facilitate all departmental deadlines.
- Help design, manage, and track Communications department budgets, maintain documentation of expenditures, serve as the liaison to the accounting team and other ministries.
- Work with outside vendors as needed on projects and billing.
- Request quotes for out-of-house printing projects to ensure competitive pricing.
- Attend meetings as needed to represent the department for event planning, project implementation, design, and other media needs.
- Coordinate all deadlines for media outlets, manage flow of radio, TV, and theater commercial projects.
- Purchase airtime for TV & Radio.
- Develop and maintain working relationships with outside vendors on projects
- Manage Wide-Format Printer for in-house ordering and billing
- Schedule Meetings and video shoots for the Communications department and reserve places to meet as needed.
- Other duties as assigned.

Skills and requirements:

- You must provide a portfolio demonstrating great creative taste, broad array of styles and a good grasp of current social concepts and techniques. Any candidate that does not include a portfolio will not be considered.
- You have knowledge in the Adobe Creative Suite and web programming languages.
- You have excellent written communication.
- You're organized and a self-starter.
- You must work on-site at our Central Offices.
- You commit to personally upholding the ethics and values of Biltmore Church.