

Communications Project Manager

Position Opening

February 2021

Job Description:

All Belong is seeking a full-time Communications Project Manager who will further the mission of All Belong by monitoring and supporting various communications-focused projects and initiatives. Our mission is to equip congregations and schools to glorify God with purposeful, innovative inclusion of persons of all abilities.

The Communications Project Manager will report to the Director of Marketing and Technology and will work closely with the Director of Advancement.

Responsibilities:

- Provide project management for marketing, communications, and technology related initiatives. Specifically, the Communications Project Manager will monitor and progress organizational projects through clear communications, problem solving, and accountability.
- Oversee and manage the task lists and deadlines for the annual marketing and communications calendar.
- Maintain the All Belong database of current and prospective members, donors, and other stakeholders for the purpose of clearer and more efficient communications, including list management.
- Serve the All Belong community as an onsite support for marketing, communications, and technology questions. The Communications Project Manager will serve by directing All Belong staff or members towards possible solutions.
- Other responsibilities as assigned.

Ideally, this role would be a full-time role with the ability to work every day out of the Wyoming, MI office space. This is an hourly position.

Qualifications:

- Ability to profess and demonstrate one's commitment to Christ and his teachings.
- Understanding and passion for All Belong's values and communities of interdependence and mutuality with persons at all levels of ability.
- Experience with database management preferred.
- Bachelor's degree is required.

- Experience with project management preferred. We are looking for an individual who excels by utilizing clear communications, the ability to multi-task, a passion for deadlines and details, and strong customer service skills.
- Ability to work collaboratively on a team. This individual should feel comfortable both in completing a project individually but also in concert with others.

Salary and Benefits:

- Salary and benefits will be commensurate with experience, with a generous benefits package include HSA health insurance, 403B match, and personal and vacation time.
- Flexible scheduling is available, including reduced work hours down to 80% FTE. All Belong's workload calendar follows the rhythms of traditional school schedules.
- Applicant must have their own vehicle; use of that vehicle will be reimbursed at the current IRS mileage rate.
- Join us now and be a part of a growing organization, helping schools and churches become places of belonging for persons at all levels of ability and disability!

To apply, please email a cover letter, resume, and statement of faith to Sharon Ward, office/business manager, at sward@allbelong.org.