

Church Doctor Ministries

Position Description

Job Title:	Project Manager, Consultation Coordinator
Reports To:	Ministry Leader
Location:	Corunna, Indiana

POSITION SUMMARY: The Project Manager/Consultation Coordinator will perform a number of diverse duties required for the advancement of the core mission of Church Doctor Ministries. This position requires exceptional communication, organization, and follow-through skills to be applied in all aspects of work completed. This position requires an active, committed Christian, with a heart for helping churches, pastors, and ministry leaders become more effective in the implementation of the Lord's Great Commission to make disciples of all people.

Work Schedule: Full-time position serving no fewer than 40 total in-office hours during a regular work week.

Compensation: Base salary offer will be made based on ministry experience and skill set evaluation. Opportunities for salary increases are available.

Vacation/Time Off: 10 Holidays are paid each year: 7 holidays plus 3 floating holidays. Two weeks of vacation will accumulate in the first six months, three weeks on one-year anniversary.

Travel: Some travel will be required. Travel will be associated with training, immersion trips, and events.

Training: We will use our internal discipleship model for training and development.

Primary Responsibilities and Duties:

1. Responsible for the project management and coordination of all ministry consulting services. Responsible for interaction with ministry team, field consultants, and client churches for ongoing project management in all areas of consultation services.
2. Prepares all consultation and client services project management materials, reports, follow-up materials, and presentations with excellence and accuracy, following established procedures and systems.
3. Manages all consultation project due dates following calendar planning and procedures. Plans, prepares, and executes all tasks on time with a high level of efficiency and accuracy.
4. Serves as the ministry internal consultation coordinator for each client, coordinating all incoming and outgoing communication with clients.

5. Schedules and coordinates activities and events related to the consultation process; includes coaching calls, follow-up phone calls, metrics reports, teaching events, and return visits.
6. Serves as consultation resource support for client churches. Researches and sources out materials to be used by churches in the implementation of action plans.
7. Holds consultants/coaches and client churches accountable to keeping each consultation project on track according to each church's flow chart.
8. Works with appropriate staff team members for scheduling, production flow charts, report production, data analysis, and consultant travel.
9. Participates in donor appreciation/development activities.
10. Must be able to use key time management practices to achieve the most efficient and effective results.
11. Completes other duties as assigned.

SKILL QUALIFICATIONS:

- Computer skills – Microsoft Office products, database management, internet use
- Operation of office equipment – multi-line telephone system, copier, printer, fax machines
- Excellent communication skills, organizational skills, effective management skills, and extreme attention to detail
- Ability to learn new things quickly and adapt to changing ministry environment
- Ministry experience and knowledge of Christian church ministry
- Project management and event planning experience a plus

More information:

This role on the team requires team members to have the spiritual gifts of administration, knowledge, wisdom, leadership, and service.

All applicants will be required to take several surveys throughout the interview process.

The interview process itself could take up to three months to complete. If you are in search of immediate job placement, this is not the position for you.

Emphasis will be given to those feeling called to serve in a nonprofit Christian ministry. Education, training, and secular experience are important, but we are looking for individuals who feel called to serve the local church, pastors, and ministry leaders in a unique and special way.

Interested applicants should apply via e-mail to:

Tracee J. Swank, Leader, Church Doctor Ministries

E-mail – tracee@churchdoctor.org

Please send resume and listing of three references.

No phone calls, please.

For more information about Church Doctor Ministries, please visit us online:

www.churchdoctor.org