



JOB TITLE: Project Manager		
CHURCH DEPARTMENT: Operations Department		
OFFICE LOCATION: Church Campus [3592 Flat Shoals Rd., Decatur, GA]		
IMMEDIATE SUPERVISOR(S): Senior Pastor Executive Leadership (NLC & NLCA)		
EMPLOYMENT LEVEL: Management(Administrative and Operational Management of New Life Church as well as events and activities within New Life Community Alliance.)	TYPE OF POSITION: ☒ Full-time Exempt ☐ Part-time ☐ Contractor ☐ Intern	HOURS 40+ /week Eligible for Ministerial Allowances and Tax Status: ☐ YES ☒ NO
GENERAL DESCRIPTION: The Project Manager at New Life Church / New Life Community Alliance is a mission-driven professional who oversees and advances critical projects aligned with the church's ministry, outreach, and operational goals. The Project Manager must combine traditional project management discipline with spiritual sensitivity, people-centered leadership, and a heart for ministry. This position ensures strategic initiatives are implemented effectively, efficiently, and in a manner that reflects the organization's commitment to excellence and Christ-centered service.		
GENERAL EXPERIENCE AND EXPECTATIONS: • Must have a personal faith in Jesus Christ as Lord and Savior, and demonstrate that faith through growing evidences of the Fruit of the Spirit in daily and professional life. • Must have a minimum of 5 years of Administrative and/or Corporate Management experience in a leading and/or growing company. • Must have demonstrated confidence in working closely under a company Executive or a Senior Pastor in previous work experience(s). • Must have solid and capable communication skills that include interpersonal skills and be able to articulate thoughts verbally and in writing. • Must have competent organization and administrative abilities. • Must be able to maintain the highest level of Confidentiality in regard to all privileged information. • Must have strong, competent computer skills of general software application, including Microsoft Word, Excel, and PowerPoint, and Project Mgmt. software. • Must have experience working with Church membership and ministry support systems/business customer service and support applications. • Must be able to attend necessary meetings, take notes, distribute and follow-up action items, and work extended hours as needed. • Must support the Pastor and Executive level staff and be in attendance at significant NLC events. • Must be available for light travel to conferences and off-site meetings. • Must be an active and participating member in a ministry under the Doctrinal guidelines of a mainline Protestant church for at least 2 years. <i>Eligibility under this provision determined solely by the Senior Pastor</i>		

ADDITIONAL EXPECTATIONS

The Project Manager will be proficient in the use of standard office tools: copier, fax, computers, etc. She/he will demonstrate organizational skills, as well as an ability to relate well with a diversity of persons: pastoral staff, office colleagues, church leaders and members, and office visitors. She/he will demonstrate a willingness to grow spiritually, attitudinally and vocationally.

She/he will demonstrate a comprehensive understanding of the church she/he serves, and receive additional training, should that be deemed necessary. She/he will be a cooperative team member in relation with others who share in the work environment and execution of church functions.

POSITION SUMMARY

Working collaboratively across departments, the Project Manager is responsible for planning, executing, and finalizing projects according to deadlines and within budget. This includes managing resources, coordinating team members, identifying and mitigating risks, and maintaining clear communication with leadership and stakeholders throughout the project lifecycle.

CORE RESPONSIBILITIES

1. Project Oversight & Execution

- Develop and manage detailed project plans and timelines for major initiatives (e.g., ministry program initiatives, outreach campaigns, conferences).
- Ensure all assigned projects are delivered on time, within scope, and within budget.
- Coordinate internal resources and third-party vendors for flawless execution of projects.
- Identify and proactively manage project risks, developing contingency plans as needed.
- Lead project debriefs and post-implementation reviews to evaluate success and gather learnings.

2. Communication & Stakeholder Coordination

- Serve as a point of contact for project-related matters, ensuring transparency and clarity among teams.
- Communicate project goals, expectations, and progress to staff, leadership, vendors, and volunteers.
- Facilitate effective collaboration across departments and ministries.
- Prepare regular status updates and executive summaries for senior leadership.

3. Process Improvement & Operational Support

- Assess current systems and workflows for inefficiencies and recommend improvements.
- Standardize procedures and implement repeatable project methodologies.
- Identify bottlenecks and proactively propose solutions.
- Support the leadership team with special assignments and time-sensitive initiatives.

4. Budget and Financial Stewardship

- Help prepare project budgets and monitor expenditures.
- Oversee project budgets to ensure expenditures remain within approved limits.
- Collaborate with Finance and Executive Leadership to align project costs with ministry priorities.

- Monitor and report on financial progress, identifying risks of overages and implementing corrective actions when necessary.

5. Vendor & Contract Management

- Assist in defining project scope, goals, and deliverables in collaboration with executive leadership.
- Evaluate and manage vendor contracts, proposals, and agreements in coordination with all appropriate Leadership teams.
- Ensure all expenditures are properly documented and aligned with funding sources.

6. Data & Documentation Management

- Maintain meticulous project documentation including project scopes, schedules, contracts, approvals, and reports.
- Ensure compliance with internal and external reporting requirements.
- Create templates, playbooks, and checklists for future use and replication of successful project execution.

7. Performance Metrics and Evaluation

- Develop and maintain performance metrics and key project success indicators (KPSIs) to evaluate project progress, quality, and effectiveness.
- Utilize appropriate systems and tools to track milestones, deliverables, and resource usage.
- Report regularly on performance data to stakeholders and leadership teams.

8. Volunteer Engagement and Coordination

- Collaborate closely with ministry leaders (e.g. Worship, Discipleship, Youth, etc.) and volunteers to ensure all project goals and activities are in alignment with church/Alliance expectations.
- Provide project timelines and expectations to volunteer teams and ensure proper integration into the broader ministry context.
- Recognize and foster the contributions of volunteers to promote high engagement and morale.

SPIRITUAL AND CULTURAL EXPECTATIONS

- Must be a committed follower of Jesus Christ and live a life of integrity that aligns with the mission and values of New Life Church.
- Demonstrates a heart for servant leadership, collaboration, and humility in all interactions.
- Ability to pray with, encourage, and spiritually support ministry leaders, volunteers, and staff.
- Ability to lead and communicate with spiritual maturity, grace, and humility within a faith-based nonprofit or church context.
- Familiarity with church operations, ministry programming, and pastoral leadership structures is highly desirable.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business, Nonprofit Management, Ministry Administration, or related field.
- 3+ years of experience in project management, program coordination, or ministry administration.
- Proficiency in project management software (e.g., Monday.com, Asana, Smartsheet, or Microsoft Project, and others).

- Strong interpersonal and organizational skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and as part of a cross-functional team.
- A commitment to Christian values and alignment with the mission and vision of New Life Church.

PREFERRED QUALIFICATIONS

- Project Management Professional (PMP) certification or equivalent.
- Experience in a church, faith-based nonprofit, or community development organization.
- Experience managing complex events, capital campaigns, program development projects, and volunteer-driven projects.
- Ability to train staff and volunteers in project-related tools and procedures.

KEY COMPETENCIES

- **Leadership** – Can motivate, guide, and unify diverse teams around shared goals.
- **Initiative** – Proactively anticipates challenges and takes ownership of outcomes.
- **Communication** – Communicates clearly and with cultural and spiritual sensitivity.
- **Adaptability** – Adjusts effectively to shifting priorities and project scopes.
- **Attention to Detail** – Thorough and accurate in documentation and task execution.
- **Servant-heartedness** – Approaches every task with humility and a desire to serve the Kingdom.

WORKING CONDITIONS

- Position may require occasional evening or weekend hours to support key projects.
- In-office work environment will be required with allowable hybrid work when necessary. The Project Manager role requires an active physical presence during key events and/or project milestones to ensure successful achievement of event objectives.

HOW TO APPLY

Please submit a resume and cover letter detailing your interest in the position and your experience managing projects in ministry or nonprofit contexts to info@newlife-atl.org.