



## **Volunteer Position Description**

### **Project Manager**

#### **Volunteer Position Overview:**

The Project Manager will oversee and coordinate various projects within New Birth, ensuring they are completed on time, within scope, and within budget. This role requires strong leadership and organizational skills.

#### **Key Responsibilities:**

- Develop detailed project plans, including timelines, milestones, and resource allocation.
- Coordinate internal resources and third parties/vendors for project execution.
- Monitor project progress and adjust as necessary to ensure successful completion.
- Manage relationships with stakeholders and provide regular project updates.
- Perform risk management to minimize project risks.
- Ensure project documentation is complete and up to date.

#### **Qualifications:**

- Proven experience as a Project Manager or similar role.
- Strong understanding of project management methodologies.
- Excellent leadership, communication, and interpersonal skills.
- Ability to manage multiple projects simultaneously.
- Proficiency in project management software tools.
- Project Management Professional (PMP) certification is a plus.

## **Candidate Competencies:**

- A committed Christian who supports the mission, vision, and values of the church.
  - Servant-hearted with a collaborative spirit.
  - Strong interpersonal skills with a passion for building relationships.
  - Excellent communication skills and a proactive, results-oriented approach.
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## **PROFESSIONAL VOLUNTEER**

The engagement as a Volunteer is not considered employment and the Volunteer is not entitled to any compensation or other employment benefits.

Submit resume to: [PROVOLUNTEERS@NEWBIRTH.ORG](mailto:PROVOLUNTEERS@NEWBIRTH.ORG)

Those whose qualifications most closely align with our needs will be contacted to move forward in the selection process.

No phone calls will be accepted.