

Position: Project Coordinator

Reports to: Communications Director

Job Location: Arden, NC

Position Type: Full-Time

Summary of Position: The Project Coordinator is responsible for overseeing the project workflow of all of the communications teams. This includes assisting with production design while facilitating interdepartmental/vendor communications. This position requires exceptional organizational skills.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision
- Basic knowledge in the Adobe Creative Suite and web programming languages
- Excellent written communication

Essential Responsibilities

- Organize and maintain a current job listing for the communications teams in project management software (Monday.com)
- Facilitate in resourcing departmental needs to ensure deadlines can be met
- Help design, manage, and track Communications department budgets, maintain documentation of expenditures, serve as the liaison to the Creative ministries assistant for financial question
- Work with outside vendors as needed on projects and billing
- Request quotes for out-of-house 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.
- Develop and maintain working relationships with outside vendors on projects
- Schedule Meetings and video shoots and reserve places to meet as needed
- Other duties as assigned