



ATW – Project Manager Job Description

Job title *Project Manager – Around The World with Matt and Lizzy*
Reports to *CLUB1040 Kids Team Leader – Missions Outreach*

Job purpose

The ATW Project Manager oversees the planning, implementation, and tracking of AROUND THE WORLD with MATT and LIZZY projects.

Remuniation

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expenses reimbursement with prior written authorization available.

Duties and responsibilities

The ATW Project Manager performs a wide range of duties including some or all of the following:

- Participate in CLUB1040 SHAPE profile and Development program
- Recruit volunteer ATW Team members
- Curate direct reports through CLUB1040 SHAPE profile and Development program
- Manage the Development, Production, and Fulfillment of ATW Book Series
- Create detailed work plans which identify and sequence the activities needed to successfully manage the project
- Manage project resources in a cross functional matrix required to complete the project
- Ensure all project activities align to the roadmap and milestone schedule set forth by the Executive Leadership Team
- Assist with the management and reporting of financial status of the project per established accounting policies and procedures

Qualifications

The ideal candidate for ATW Project Manager will possess the following minimum qualifications:

- Bachelor's Degree or equivalent experience
- A minimum of 5 years delivering multiple complex projects
- Demonstrated experience in project definition, planning, scheduling, vendor management, risk assessment, budgeting, change management and project control
- Professional and personable approach and extremely detail oriented
- Solid technical skills with the ability to manage and re-prioritize task-level deliverables.
- Excellent written, presentation and verbal communication skills
- Ability to ramp up and be effective quickly

Working conditions

Publications Project Manager will primarily work from home, but on occasion will be necessary to attend CLUB1040 office briefings, events and extra local sessions.

Physical requirements

The Position necessitates the Publications Project Manager to sit for long periods working in a computing environment; and also to, on occasion conduct physical inventory of book stores, make local deliveries, and lift boxes up to 25 lbs.

NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.

Approved by: *Divisional Leader, Missions Outreach*
Date approved: *July 11, 2016*
Reviewed: *July 11, 2016*