



### **100<sup>th</sup> Anniversary Project Manager Contract**

The Church Council of Greater Seattle seeks an experienced professional to provide project management throughout our year-long series of activities and communications celebrating our 100<sup>th</sup> Anniversary in 2019. The Project Manager will work with staff, planning committee, communications coordinator, board, and volunteers to convene work teams, ensure work flow and time-line management, collaborate on vision, and serve as a lead strategist and ambassador for connecting to the larger community of stakeholders.

This is a contracted, project-specific position, beginning immediately and ending December 31, 2019. The bulk of the work will take place January – June 2019. Compensation is \$9,000.

### **100<sup>th</sup> Anniversary Vision:**

Weaving past and present for the future – strengthening partnerships for the work of faith activism in the 21<sup>st</sup> Century.

### **Responsibilities:**

1. Participate in planning & visioning.
2. Project management oversight: Lead the planning committee & staff teams to define roles, track tasks, and ensure progress toward timeline goals.
3. Event Management for 2 celebrations: task oversight, outreach strategies, venue liaison, vendor liaison, volunteer management, communications planning, & contributing to program content & vision.
4. Public Proclamation & Press Event: lead the planning and execution.
5. Stakeholder Connections: work closely with leadership, and communications team to strategize and connect with stakeholders – past, present, and future.
6. Other duties as mutually agreed upon.

### **Strengths Sought:**

- Deep commitment to respect diverse faiths, diverse personal and cultural identities, and diverse socioeconomic backgrounds.
- Understanding of and ability to work with faith communities. History with Church Council communities and allies is highly desirable.
- Demonstrated event planning experience.
- Detail-orientation, superior follow-through, excellent time-management.
- Constructive, dynamic collaboration in non-hierarchical groups
- Ability both to work well under supervision and independently
- Excellent communication skills, oral, written, and using electronic media
- Ability to represent the Church Council of Greater Seattle with key publics

**Open until filled.**

**To apply**, send a cover letter, resume, and list of three references to

[AErickson@thechurchcouncil.org](mailto:AErickson@thechurchcouncil.org).

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