

MISSION:

To love and lead people to a life-changing connection with Christ.

VALUES:

Fun – We believe that having a good time together matters!

Impactful – We're committed to making a positive difference together in Jesus' name!

Growing – We are always moving toward God's best!

Creativity – We want to be imaginative, original, innovative, and artistic for God's glory!

Accepting – We understand that we're all a work in progress, so all are welcome here!

Passionate – We insist on expressing enthusiasm and lively excitement about life in Christ!

Supernatural – We desire to encounter the presence of God and engage our spiritual gifts!

PURPOSE:

To ensure seamless execution of projects and initiatives that support the Centerpoint Mission through strong project management and creative content development. This role emphasizes strategic organization, collaboration, and hands-on support in producing high-quality deliverables.

ACCOUNTABILITY:

The Creative Project Manager reports to the Communications & Experience Director.

FIT:

This person thrives on bringing order to complexity, fostering teamwork, and driving excellence in execution—all while keeping ministry impact at the forefront.

This individual is highly skilled in project management and creative content execution, excelling in:

- Organizing and prioritizing multiple projects to ensure timely completion. Collaborating effectively with both internal and external teams.
- Translating creative ideas into actionable projects plans and compelling content.
- Anticipating risks and implementing mitigation strategies to maintain project quality.
- Continuously improving processes to enhance productivity and deliver impactful results.
- A commitment to delivering high-quality outcomes that inspire people to encounter God and grow in their faith.

It is expected that the person in this role is an active partner of Centerpoint Church and regular attendee of Centerpoint's weekend services, is Spiritually mature, and can model the Christian life and financial stewardship.

KEY RESULTS AREAS:**PROJECT MANAGEMENT**

- Serve as the central point of contact for all C&E team projects, which include Communications/Marketing, Worship, Production, and IT/Technology.
- Translate creative briefs or strategies into actionable project plans.
- Define project scope, timelines, and budgets, ensuring timely execution of deliverables.
- Develop and maintain comprehensive project plans, task lists, and progress reports.
- Anticipate potential challenges and proactively develop solutions to maintain quality and meet deadlines.

CONTENT COLLABORATION & EXECUTION

- Actively contribute to the creation and execution of high quality content across various channels.
- Write, edit, and proofread content for email newsletters, campaigns, event promotions, and more.
- Collaborate with marketing and social media teams to create impactful digital content.
- Monitor digital media performance and optimize engagement strategies.
- Support web updates, ensuring accuracy and timeliness.
- Other duties as assigned by the C&E Director

TEAM COLLABORATION & COORDINATION Foster a culture of collaboration, clarity, and alignment among teams and ministry partners.

- Lead regular project status meetings, address challenges, and ensure team accountability.
- Work with the C&E Director to prioritize initiatives, allocate resources effectively, and guide creative strategies.
- Encourage a culture of excellence and operational efficiency.

STAKEHOLDER COMMUNICATION

- Act as a liaison between internal teams, leadership, and ministry partners ensuring alignment with goals.
- Monitor key milestones and proactively address risks or delays.
- Provide regular updates on project progress, risks, and outcomes.

STRATEGY, TOOLS, AND PROCESSES

- Use project management tools (eg. Wrike) to manage workflows, assign tasks, and track progress.
- Optimize resource allocation across teams to ensure efficiency.
- Establish KPI's and track success metrics for projects.
- Conduct regular debriefs and quarterly reviews to drive learning and improvement.
- Maintain a Document Management System to efficiently organize and access project documents.
- Continuously evaluate and recommend process enhancements.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Project Management, Communications, or a related creative field (or equivalent experience).
- At least 1 year of experience in project management, ideally in a creative environment.
- Strong written and oral communication skills with a focus on collaboration and interpersonal effectiveness.
- Familiarity with project management tools (e.g. Wrike, Asana).
- Structured, organized, and detail-oriented, capable of managing multiple projects simultaneously.
- Must have a heart for the local church and a growing relationship with Jesus Christ.

PREFERRED QUALIFICATIONS:

- Knowledge of creative workflows in communications, marketing, and design.
- Familiarity with creative tools like the Adobe Creative Suite would be a bonus.
- Work experience with a creative agency or studio.

COMMITMENTS:

- 1) Committing to daily quiet time with God.
- 2) Participating in a Centerpoint small group on a regular basis.
- 3) Setting appropriate boundaries to protect character and integrity.

- 4) It is expected that the person in this role is a regular attendee of Centerpoint’s weekend services, and is a member of Centerpoint Church.
- 5) It is expected that staff of Centerpoint Church will tithe to Centerpoint Church. The unique nature of the church is that our salary comes from the worshipful offerings of all of God’s people. All CP staff are expected to participate in the same way, giving financially on a regular basis as a tither to further the mission of the church. We will never take for granted that God’s people’s giving allows us to receive part of our livelihood - and we will participate personally by tithing 10% of our income. This will help to create a culture of generosity, trust, and stewardship that makes our jobs with Centerpoint possible.
- 6) Adhere to and encompass the qualities and characteristics required of Centerpoint Church employees, as defined by the Employee Handbook.

POSITION EXPECTATIONS:

- This is a full-time, 40-hour-per-week in-person position, with occasional Sunday and evening availability.
- This position requires working hours during Christmas, Easter, Seek Week (January), and Fall Launch (Sept).
- Candidates must be cleared through a background check.
- Commit to working as a team with people and departments.
- Be respectful and kind in all your dealings with staff, volunteers, and the people we serve.
- Develop your unique voice within the team.
- Read and agree to abide by the policies of our Employee Handbook.
- Supervisory responsibility for the graphic designer.

Centerpoint Church maintains an “employment at will” policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

By signing below, I certify that I have read the above information, understand the responsibilities and expectations of the Creative Project manager role, and understand that my employment with Centerpoint Ministries is at-will.

Employee Name (Print)	Signature	Date

Supervisor Name (Print)	Signature	Date