

# Projects Specialist

## SUMMARY

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The Projects Specialist role supports the Mobilization Department in managing our team's projects and workflows, identifying & resolving bottlenecks, and prioritizing critical tasks. This role collaborates closely with Global & Local Engagement team leaders to enhance communication and streamline storytelling. Training provided.

**Department Vision:** *We engage together in God's mission, striving for all people to know, enjoy, and glorify Him. We prioritize global friendships, reaching lesser-known and more vulnerable communities, and ongoing formation on this journey.*

**Ministry Team:** Local & Global Engagement // Mobilization Department

**Leadership Level:** Key Contributor

**Status:** Key Contributor Role (volunteer, non-paid); invited to participate in staff rhythms and activities

**Serving Request:** 8-10 hours per week (December-January off)

**Term:** Renewable annually

## EXPECTATIONS

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- Coordinate project management for global grants, projects, and routine workflows.
- Establish regular check-ins with global teams and partners.
- Attend global team staff meetings, in person or remotely, when available.
- Provide systems and communications support to the Mobilization Dept.
- Does not necessarily need to travel.
- Ongoing growth in spiritual formation, participation in community, and expanded learning.

## ATTITUDE & SKILLS

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- Active and growing spiritual life; servant-hearted and people-oriented.
- Strong communication skills, including active listening and insightful questioning.
- Process-oriented thinker with a solution-focused mindset; team experience is a plus.
- Proficiency in current office technology and digital tools.
- Comfortable working in a hybrid environment (in-person and remote).

***If interested, please email [global@cccgo.com](mailto:global@cccgo.com)***