

PROJECT MANAGER

Exhibit “A” — Duties of Employee

JOB PURPOSE

The Project Manager leads the creative process at Victory Church, ensuring all communication and visual projects are executed with excellence, clarity, and alignment to Victory’s mission and brand. This role oversees the creative team—including staff, contractors, and volunteers—and collaborates closely with the Communications Director and Video Director to develop cohesive, inspiring, and high-quality content across all platforms.

The ideal candidate is a visionary leader who is highly organized, relational, and detail-oriented—able to manage creative processes, oversee multiple projects, and inspire creative excellence in others.

TOP ROLES

- Oversee all graphic design, photography, and visual brand elements
- Partner with the Communications Director and Video Director to align creative projects with church-wide goals
- Manage communication requests, timelines, and approvals
- Ensure efficient systems, workflows, and project tracking
- Oversee social media content creation and provide creative support for other ministries

ROLES & RESPONSIBILITIES

1. Creative Oversight & Team Leadership

- Provide creative direction for all design, photography, and branding initiatives.

- Work with contractors on graphic design elements and ensure visual consistency across all platforms.
- Lead and develop a team of creative volunteers, photographers.
- Foster a collaborative, high-energy, and faith-filled team culture that reflects Victory's values.
- Ensure all creative work supports and enhances the church's mission and message.

2. Project & Workflow Management

- Manage the intake, scheduling, and progress of creative projects (graphics, videos, social posts, print materials, etc.).
- Use project management tools (e.g., Notion, Asana, or Monday.com) to track project timelines and deliverables.
- Maintain a master creative and communication calendar for cross-departmental alignment.
- Oversee project quality, ensuring every deliverable meets Victory's creative standards.

3. Coordination & Collaboration

- Work hand-in-hand with the Communications Director and Video Director to execute cohesive creative campaigns.
- Partner with ministry leaders to gather accurate and compelling content for upcoming events and initiatives.
- Provide creative consultation and support for other ministries to maintain brand alignment.
- Facilitate communication between creative team members (design, photo, video, copy, and social) to ensure clarity and unity of direction.

4. Photography & Content Creation

- Lead photography for Sunday services, events, and outreach initiatives.

- Develop a consistent visual style for Victory Church photography and social content.
- Manage digital asset organization and ensure media is archived and accessible.
- Oversee social media content creation, storytelling, and engagement in partnership with the Communications Director.

5. Event & Campaign Execution

- Support creative efforts for Sunday services, sermon series, major events, and outreach campaigns.
- Coordinate on-site creative details with Communications (slides, signage, visuals, photo/video capture, etc.).
- Ensure each campaign is executed with excellence, clarity, and creative cohesion.

QUALIFICATIONS

- Strong leadership and organizational skills.
- Excellent communication and collaboration abilities.
- Proficiency in project management tools and creative workflows.
- Experience with Adobe Creative Suite, Canva, or equivalent design platforms.
- Strong visual and creative instincts with attention to detail.
- Team player with a relational, solutions-focused approach.
- Alignment with Victory Church's mission, vision, and values.

PHYSICAL DEMANDS

Primarily an office and creative workspace role, with occasional movement throughout the campus for meetings and events. Involves frequent computer work, digital communication, and occasional light lifting (materials, signage, camera gear).

QUALIFICATIONS SUMMARY

Creative, organized, and visionary. Passionate about excellence in design, storytelling, and communication. Able to balance creative vision with project management discipline and team leadership.

SUCCESS LOOKS LIKE

- Creative projects delivered on time and with excellence.
 - A thriving, unified creative team of staff, contractors, and volunteers.
 - Cohesive visual branding and consistent messaging across all church platforms.
 - Strong collaboration and alignment with Communications and Video Directors.
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Exhibit “B” — Compensation and Benefits

Status: Full Time; Salaried

Company Benefits: Unlimited Approved PTO

Working Days: Sunday through Thursday, with additional requirements for events or services

Hours Per Day: Estimated 7–8 hours (40-hour workweek)

Reports To: Executive Pastor of Creative

Compensation: Annual salary, paid bi-weekly

Start Date: [Insert Date]