



Project & Communication Manager

OVERVIEW

The Bridge is a movement for all people to know God, find freedom, discover calling, and make a difference that has grown from 80 to 2,200 since 2008. This growth curve, coupled with our vision to multiply x10 in the greater Nashville area, has created a growing need for project & communication management across our Creative & Operations departments.

ROLE SUMMARY

The Project & Communication Manager will come alongside the vision of our church by facilitating a culture that is encouraging, fun, and honoring. This person will work “up” with the Executive Pastor of Worship & Creative and Executive Pastor of Operations to shape team vision & strategy, and work “down” with an expanding team of volunteers and future staff to ensure they are being carried out. This person will be over all communication streams coming out of The Bridge Church and guard the consistency of our voice and brand. They will also manage all projects on the operations & creative team to ensure good communication and timely deliverables.

QUALIFICATIONS:

- Fulfill the membership requirements of The Bridge
- Fulfill the character qualities of a deacon as outlined in Scripture
- Ability to articulate the vision of The Bridge while executing the tasks to fulfill it
- A proven track record of meeting deadlines, professional communication, and project management
- A solid, like-minded spiritual background
- 3-5 years experience in communications, project management, and/or related field

RESPONSIBILITIES:

- Carry and guard culture across our worship team
- Manage all creative projects and deadlines
- Function as a “brand guardian” to ensure quality and consistency across all streams of Bridge communication — quality control our message and own the outcome for each project
- Build weekly e-news and gather copy from each department
- Proofread all external communication
- Work interdepartmentally to make sure operations/creative & central/campuses are aligned on communication
- Oversee all social media platforms & respond to messages
- Coordinate with printing companies to ensure we meet deadlines and order product on time for worship gatherings and other events
- Other duties as needed

SCHEDULE: Sunday - Thursday

HOURS: 45-50 hours per week (must be available for special events, retreats, etc)

DIRECT REPORT: Executive Pastor, Worship & Creative // Executive Pastor, Operations

VACATION: 3 weeks of vacation (1 week after Christmas, 2 weeks as you choose)

COMPENSATION: TBD