

Project Coordinator

Part time, 19 hours per week. Job will focus on current and future projects, requiring project management expertise.

Primary duties include management of: IT and phone systems. Church campus construction and maintenance projects. Fundraising projects. Research projects. Contracts and contractor relationships. Supervise 3 buildings and grounds contractors. Liaison between Rector, Vestry and Buildings and Grounds Ministry. Strong verbal and written communications and report writing skills.

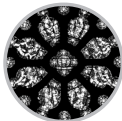
Qualifications: Bachelor's Degree with 3-5 years professional experience and/or Project Management experience in nonprofit or similar size church.

Competencies: Highly organized and detail oriented. Experience managing independent contractors and construction projects and meeting with public officials. Team oriented. Proficient in Microsoft Word, Excel, and PowerPoint. Flexible and innovative.

Please send cover letter, resume, and hourly rate requirements in confidence by August 17 to:

All Saints' Episcopal Church, ATTN: Sandi
51 Concord Street, Peterborough NH 03458

Or via email to: admin@allsaintsnh.org
subject line: Project Coordinator



All Saints' Episcopal Church

Where the mystery of faith is celebrated.

The Reverend Jamie L. Hamilton

allsaintsnh.org