IT Project Manager Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: IT Project Manager

DEPARTMENT: Operations

REPORTS TO: IT Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time

CLASSIFICATION: Non-Ministerial Role

MISSION OF WATERMARK COMMUNITY CHURCH: To call all people to be fully devoted followers of Christ.

POSITION SUMMARY: The IT Project Manager is primarily responsible for initializing, planning, and executing IT related projects. This role will also maintain business project process documentation based on necessary guidelines. The IT Project Manager will provide strategy guidance and timelines for the IT team, while working on project initiatives. Responsibilities include requirements gathering, scope management, vendor management, and ultimately delivering projects on time within budget and scope.

ESSENTIAL SKILLS & EXPERIENCE:
- 1-3 plus years of experience in IT project management is preferred
- Excellent verbal, written, and interpersonal skills to maintain relationships and partnerships
- Excellent organizational and computer skills
- Clearly explain complicated and detail processes in a concise and simple way
- Ability to work in a dynamic environment with multiple interruptions and often rapidly changing requirements
- Ability to self-motivate, take initiative, make independent decisions, and problem solve

POSITION RESPONSIBILITIES:
1. Manage and Support IT Related Projects
    a. Initialize, plan, and execute project initiatives for the IT team and determine scope
    b. Discover new project initiatives for the team
    c. Manage incoming business needs and project requests
    d. Coordinate internal resources and third parties/vendors for execution of projects
    e. Collaborate with project owners, teams, and team members to ensure project success
2. Maintain the Business Project Process
    a. Maintain project process documentation to ensure accuracy
    b. Ensure all projects are completed within documented guidelines, offering course correction when needed
    c. Collaborate with project owners to complete all necessary documented steps
    d. Schedule and prioritize projects for the IT team, with help from the IT Director
    e. Communicate regularly with project stakeholders
    f. Measure project performance using appropriate systems, tools, and techniques
    g. Report and escalate issues/progress to management, as needed

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:
- Strategic thinker
- High capacity
- Flexible and adaptable