



The Voice Inc.

Project Manager Job Description

HOURS: 2 hrs/wk. (Internship/Volunteer – non-stipendiary), 6months - 1-year commitment (renewable)

PURPOSE OF POSITION:

We are looking for an individual with a passion for a dynamic Christian ministry, a warm, flexible, people-oriented self-starter, who demonstrates a strong passion for Christian living. The primary function is to serve as the Project Manager for The Voice Inc. And coordinating all aspect of The Voice Inc.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences. The position is to be a facilitator with the focus being, ensuring that a project is completed on time, within budget, and according to the requirements set. This position reports directly to the Executive Director of The Voice Inc.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Planning, executing, and closing projects.
2. Managing teams.
 1. Facilitating commitment and productivity
 2. Removing obstacles
 3. Motivating team members
3. Aligning projects to business goals.
4. Communicating project status, milestones, and unexpected difficulties effectively.
5. Setting up and running meetings.
6. Preparing status reports to submit to the Executive Director.
7. Oversee various projects, potentially more than one at a time.
8. Attend the four statutory meetings of The Voice Board of Directors; Second Saturday of September, December, March, and June. Meeting is usually 10am to 12noon online.

QUALIFICATIONS:

1. Planning skills
2. Organizational skills
3. Multi-tasking knowhow
4. Leadership skills

- a. Keep team members on task
 - b. Avoid distractions
 - c. Keep all team members working together in a professional manner
5. Time management
6. Ability to keep all team members, and the Executive Director properly informed

Application Process

Applications should be submitted via email to thevoicefingerprint@gmail.com

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. (2 pages) and
3. Résumé (maximum three pages) and three references (include both employment and character references).