



Lausanne Movement

POSITION TITLE: Project Coordinator: Communications and Content

DEPARTMENT: Communications

REPORTS TO: Director of Communications and Content

WORKS CLOSELY WITH: Director of Communications and Content, Project Coordinator, Communications and Content Teams

We are seeking a highly organized and detail-oriented communications and content project coordinator to support the planning, execution, and delivery of various internal and external communications and content projects. The ideal candidate will have experience in project management, excellent written and verbal communication skills, and a passion for creative problem solving.

KEY RESPONSIBILITIES

- Coordinate and manage project timelines, tasks, and deadlines.
- Collaborate with cross-functional teams, including strategy, creative, marketing, and technology, to ensure project success.
- Facilitate meetings, manage project documentation, and provide regular updates to stakeholders.
- Assist in the development and execution of communications plans, including content creation and distribution.
- Manage project budgets, ensuring all expenses are tracked and approved.
- Monitor project progress, identify risks, and develop contingency plans as needed.
- Contribute to the development and implementation of process improvements for project management.
- Communicate and coordinate with internal staff and external contractors such as writers, contributors, graphic designers, and videographers.



POSITION REQUIREMENTS

Professional

- Qualification in project management, communications, or related field.
- 2+ years of experience in project management, communications, or a related field.
- Excellent organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Strong interpersonal and collaboration skills, with the ability to work effectively with cross-functional and cross-cultural teams.
- Excellent written and verbal communication skills.
- Familiarity with project management tools and methodologies.
- Ability to work in a fast-paced, deadline-driven environment.

Spiritual

- Follower of Jesus Christ
- Affirmation of *The Lausanne Covenant* (www.lausanne.org/covenant)
- Ability to interact sensitively with people from diverse Christian theological perspectives within the global Body of Christ, under the common commitment of *The Lausanne Covenant*.
- Embraces the spirit of Lausanne described as a spirit of humility, friendship, study, prayer, partnership, and hope.

TIME COMMITMENT: 40 hours a week

COMPENSATION: Payment will be arranged based on competencies and responsibilities and will be decided on an individual basis.

LOCATION: Remote working arrangement, with required availability at different times of the day for periodic calls with staff around the world. This position may require some international travel (10-15 nights per year).

To apply for this position, please submit your CV and a cover letter to Michael du Toit by email on mdutoit@lausanne.org before Friday 24 February 2023.