

JUST CHURCH PROJECT CO-ORDINATOR

OPERATIONS & IMPLEMENTATION | COMMON GOOD

ABOUT OUR ORGANISATION

Common Good is a faith-based, not-for-profit organisation working in a range of communities. We're passionate about addressing issues of social justice that challenge our city. We seek to make a positive and lasting impact in the areas of early life, education and employment, so that individuals and communities across Cape Town can build brighter futures for themselves.

JOB OVERVIEW

Your primary role is to implement and execute the Just Church operational plan effectively, timeously and with a high standard of excellence. You will drive operations for a key team of the Common Good organization, which produces and presents content to our Common Ground Church congregations and inspires and mobilises the church towards initiatives of Common Good. This is a full time position, reporting to the Programme Leader and CEO.

MINIMUM REQUIREMENTS

QUALIFICATIONS: Tertiary qualification

CERTIFICATION: Driver's license & own transport

EXPERIENCE: 2-3 years' experience in a fast paced environment managing multiple projects and events. Active member of Common Ground Church who is passionate about issues relating to social justice and the local church's role in society. The right candidate will have a strong desire to empower and influence other Christians towards this topic.

AVAILABILITY: Flexibility to work evenings and weekends when necessary.

KEY RESPONSIBILITIES

- Create the annual operational plan for the Just Church team.
- Improve (or design where necessary), implement and manage internal systems and processes that will ensure:
 1. outputs are executed excellently, timeously and effectively
 2. the impact of our outputs are measured and reported on
- Communicate and collaborate effectively with multiple internal teams and stakeholders, including all Common Good teams, Common Ground Ops team, congregational implementers, SJM leaders and teams as well as Common Ground congregants.
- Create and manage a comprehensive team calendar by planning and inputting all timelines and dates for all operational outputs including but not limited to events, courses, training days, projects, newsletters etc.
- Project manage each edition of the Groundswell newsletter including managing deadlines, liaising with contributors, collecting content, copyediting, liaising with Communications/Design team, and final distribution.
- Project manage and lead all events run by the Just Church team, including but not limited to invites and RSVP's, catering, multimedia, setup and pack down, volunteers, liaising with base staff, analysing and reporting back on the efficacy of the event based on the intended outcomes and goals.
- Generate agendas and record & distribute all minutes for internal and external Social Justice Ministry meetings timeously.
- Effectively and efficiently manage any and all relevant databases and report on statistics and trends.
- Be an active member of the Common Good Team, by being willing and able to proactively contribute to the success of other projects and teams within Common Good.



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PREFERRED REQUIREMENTS

SKILLS:

- Advanced computer skills especially Microsoft Office.
- Strong administrative skills
- High capacity to manage multiple projects from start to finish.
- Excellent people and communication skills
- Ability to see the bigger picture in order to design processes and systems to successfully deliver strategic goals.
- Detail orientated and process driven with an aptitude for administration.
- Very organized with advanced project management skills.
- Moderate to advanced working knowledge of project management tools.

KNOWLEDGE:

- Actively participate by contributing your opinions and thoughts in conversations and discussions and engage practically with communities as part of the Just Church team.
- Be knowledgeable but teachable about social justice matters within the South African and local church context.

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **Friday 10 November 2017**.