



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

Director of Project Management

DEPARTMENT: Marketing & Communications

REPORTS TO: VP of Marketing, Communications and Content Distribution

LOCATION: Program & Training Center, St. Louis Park, MN

STATUS: Full-time

CLASSIFICATION: Exempt

WORK HOURS: Monday – Friday; typical business hours (8:30 a.m. – 5 p.m.) with flexibility for events/activities. Flexible work schedule.

BENEFITS: Competitive benefit package and professional development

SALARY RANGE: \$70,000 and \$85,000

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build resiliency, form healthy relationships, establish positive coping skills, and actively plan for their futures. Transformation happens from the inside out as teens come to believe they are lovable, capable, and worthwhile. Our vision is for every teen to be rooted in the living hope of Jesus—unleashing untold potential in themselves and their communities.

TreeHouse culture includes a strong commitment to diversity, equity and inclusion (DEI), and staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment). Both determine how we build healthy relationships with diverse populations of teens, alumni, donors, colleagues, volunteers, network sites, and the general public. TreeHouse is growing to lead the nation as a training and equipping organization, currently serving more than 3,000 teens annually across more than 50 sites in 10 states.

TreeHouse values diversity in the workplace, we take pride in hiring a variety of candidates.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture, and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Director of Project Management brings organization skills and the ability to kindly yet firmly keep others on task. An innate understanding of print, digital, marketing, and social media assets enables them to oversee and coordinate projects in the Marketing/Communications queue.

ESSENTIAL JOB FUNCTIONS

- Great communication skills benefit you and your internal and external relationships.
- We love team players who are big on collaboration but also comfortable working independently.
- Teachable and able to pick up on new ideas, processes, and procedures in a snap.
- Love the big idea, but pay meticulous attention to detail, are super organized, and thrive on planning and managing multiple projects at the same time. You own your projects, and it shows!
- You take initiative. You see a task that needs to be done and dive in.
- Digital knowledge, experience, or ability to learn technology (we're MacOS people in Marcom) and systems(project management, event planning, CRM) are a given.
- Servant heart and attitude, ready to help wherever and whenever needed. No task is too small.
- Attend and participate in all TreeHouse Sponsored events
- Perform other duties and responsibilities as assigned.
- You'll engage in personal and team development opportunities presented by leadership.
- We expect that you'll assist and perform all other duties as assigned.

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- You're a project manager. You love to plan, schedule, and juggle multiple projects for various events and campaigns.
- Five years of experience supervising a team, preferably in an agency setting, and fluent in multiple media formats—print, digital, photography, video, and social media.
- Oversee the queue (project request system) in project management system. Facilitate getting projects from creation to delivery, managing print pieces, marketing, event details to meet deadlines.
- Help keep communication plans on schedule: emails, copy for website, digital packages for events, etc.
- Intake projects from Directors and assign to the team member best suited to the task, facilitate the editing process, and then deliver on time.
- Clear communication with Marketing/Communications team will ensure a full understanding of project requests, creating a smooth and seamless workflow.
- Regular meetings with internal and external teams will keep you on track, help solve potential problems, and give opportunity to negotiate deadlines.
- You'll help manage contractors to complete projects when outside help is needed to manage projects and keep our internal workload manageable.
- Work with international offices as needed to deliver projects.
- Assist VP Marketing/Communication as needed in planning and production of photo and video projects.
- Oversee and manage all creative subscriptions needed for department teams.

- Strong interpersonal skills (emotional intelligence) and the ability to be highly adaptable, forging positive working relationships with a wide variety of people in a non-profit environment
- Ability to manage changing priorities with a positive, collaborative attitude
- Self-motivated with ability to meet deadlines independently and as part of a team
- Excellent written and verbal communication skills
- Sound judgment and understanding of confidentiality

PREFERRED

- Experience working with Project Management software
- Creating and understanding Gantt charts and forecasting

COMPENSATION

- This full time, salaried position pays between \$70,000 and \$85,000 annually depending on experience and qualifications. TreeHouse's comprehensive benefits package for full-time employees includes; medical, dental, vision, life insurance, short-term and long-term disability, retirement plan, paid time off and employee assistance program.

If you are interested in applying for this position, please visit; www.TreeHouseHope.org/careers
Position is open until filled.