



# Lighthouse

FAMILY RETREAT

**ORGANIZATION:** Lighthouse Family Retreat  
**PURPOSE:** Strengthening families living through childhood cancer  
**JOB TITLE:** Project Manager & Admin Support  
**LOCATION:** Atlanta, GA

## PURPOSE

As a member of the Retreat Operations team, lead members of the LFR team in completing resource projects by managing various project tasks against set deadlines and goals. Provide Admin support to the Retreat Team.

## KEY RESPONSIBILITIES

- Create long-term and short-term project plans for all resource projects – includes managing and setting targets for milestones and meeting deadlines
- Oversee content creation and schedule for all current resources including Monday Motivational, Blog, Podcast, and Monthly Emails.
- Assist with managing volunteer service projects, shipping, etc. related to distribution of LFR resources.
- Participate in contributing written content and recruit and schedule volunteer writers.
- Manage podcast guests including, but not limited to identifying new guests, initial calls to determine fit for podcast, show content interviews, and scheduling.
- Manage Resource Team meetings and set agendas throughout the year.
- Provide administrative support as needed.

\*\* Serve on a minimum of two Weeklong, One-Day or Weekend retreats during the year.

## QUALIFICATIONS

- Must believe in the mission, direction of the organization & love Jesus
- Must have a college degree. Preferably in Business/project management
- Project management certifications preferred
- 4-6 years experience in project management
- Ability to travel up to 15% annually

## PERSONAL QUALITIES

- Strong leader
- Balance of results and relationships
- Project management mindset
- Highly relational
- Excellent communication skills – both verbal and written
- Organized
- Self-starter with the ability to work independently