



JOB OPENING

Posted: 11/28/2023

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE FIRST REQUEST A DETAILED JOB DESCRIPTION BY EMAILING JILL@PIHTX.ORG.

Position Title: **Special Projects Manager**
Reports To: Director of Operations/Executive Director
Status: Part-time (15-20 hours/week)
Location: Lake Travis, Cedar Park/Leander, and Remote
FLSA Class: Hourly/ Non-Exempt
Compensation: \$20-22/hour DOE
Start Date: January 15, 2024

Summary

Partners in Hope – Texas (PIH) is looking for an experienced, motivated special projects manager for our growing and respected nonprofit organization. As we expand our ministry in the coming years, we are looking for someone who will creatively help us share the PIH story, while also supporting operations and development.

The person in this position will assist with administrative, communications, and development/fundraising functions and oversee various special projects. This person will have the opportunity to form and grow this new position with ideas and creativity. This position reports to the Director of Operations and the Executive Director but works with all members of the PIH leadership team.

Working hours are somewhat flexible but daytime, workweek availability is required. Work location is also flexible (some remote work allowed) but in-person meetings are required several times a month. Occasional weekend work to take photos at program events is also required. We prefer candidates with easy access to the Lake Travis and/or Cedar Park/Leander areas.

This role will work closely with the operations director and the executive director, while also supporting the needs of our staff and Board leadership team. The person hired for this role must have a love for faith-based ministry and a passion for the vision and mission of Partners in Hope, along with a willingness to adhere to PIH core values of: Community, Compassion, Connection, Commitment, and Christ-centered.

Learn more about our history and ministry at www.pihtx.org and www.unexpectedconnections.org.

About Partners in Hope

Partners in Hope is an independent, collaborative nonprofit ministry focused on eliminating social isolation in Central Texas. We connect neighbors in need with ongoing community support through unique partnerships with local churches, other nonprofits, and servant-hearted volunteers. In 2021, Partners in Hope celebrated 10 years of service to the Lake Travis (LT) area. In 2022, we replicated this successful model and expanded our ministry to the Cedar Park/Leander (CPL) area.