

Job Title: Project Coordinator
Department: Digital Product
Location: ABWE Headquarters, New Cumberland, PA
Job Type: Full-Time/Hourly/Non-Exempt

Supervisor: Director | Digital Product

Supervisory Responsibility: None

Mission/Vision: Fulfilling the Great Commission by multiplying leaders, churches, and missions movements among every people.

Job Summary/Primary Role: The Project Coordinator works with the ABWE Digital Product team to keep projects organized, on schedule, and clearly communicated from intake through delivery. Serving as the connective tissue of the team, the Project Coordinator maintains the team's project management tools as the system of record, supports projects through each phase of the project life cycle — initiation, planning, execution, testing, delivery, and closure — tracks work across internal staff and external vendor development partners, and ensures stakeholders receive timely, accurate status updates. The role reports to the Director of Digital Product, who sets priorities and owns the digital product roadmap. This role offers the opportunity to gain hands-on experience in project coordination, delivery processes, and vendor management, with the expectation of growing toward independent project management responsibility.

Essential Functions and Responsibilities include but are not limited to:

- Maintains the team's project management tools as the system of record for Digital Product work, ensuring tasks, statuses, assignments, and due dates are current and accurate across platforms.
- Supports intake of new requests: acknowledges, classifies, and routes requests within one business day in coordination with the Director of Digital Product.
- Supports projects through the full project life cycle, from initiation and planning through execution, testing, delivery, and closure, including scheduling kickoffs, working sessions, reviews, and retrospectives, and documenting outcomes and action items.
- Tracks project milestones, dependencies, and deliverables across internal team members and external vendor development partners, flagging risks and delays early.
- Prepares and publishes the team's bi-weekly status updates in a consistent format and helps keep the Now/Next/Later roadmap current, including deferred items and the reasons why.
- Schedules and supports monthly user group meetings and other stakeholder touchpoints, capturing feedback and follow-up items.
- Coordinates the movement of work through the DEV → TEST → UAT → PROD environment path, tracking definition-of-done checklists and UAT signoffs from customers.
- Assists with vendor coordination logistics, including meeting scheduling, deliverable tracking, and documentation of decisions, under the direction of the Director of Digital Product.

- Maintains project documentation, meeting notes, decision logs, and process documents in an organized, accessible manner.
- Collaborates with Technology Operations on cross-team work, ensuring requests that cross-team boundaries are tracked and never dropped.
- Performs other duties or special projects as required or as assigned.

Qualifications: Ability to pass background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

Education: Bachelor's Degree in Business Administration, Project Management, Information Systems, or related field, or equivalent experience.

Minimum Prior Experience Required:

- Strong organizational skills and attention to detail, with the ability to track many moving pieces across multiple projects at once.
- Strong verbal and written communication skills, with the ability to write clear status updates for both technical staff and non-technical stakeholders.
- Proficiency with project management and collaboration tools, or the ability to learn new platforms quickly.
- Ability to manage schedules, coordinate meetings, and document decisions and action items accurately.
- Proactive, service-oriented mindset with the ability to follow up persistently and respectfully.

Preferred Prior Experience

- One to two years of experience in a project coordination, administrative, or team support role, preferred.
- Familiarity with project delivery methodologies (agile, waterfall, or hybrid) and project life cycle management a plus.
- Experience coordinating work with external vendors or contractors a plus.
- Exposure to software delivery or technology teams a plus.

Necessary Attributes:

- Joy-filled personal faith rooted in Jesus Christ and a heart to serve.
- Able to maintain information and documents that are highly confidential.
- Self-driven and deadline oriented.

Christian Life:

ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach. Employees are encouraged to participate in staff events including corporate and departmental prayer times and staff meetings and lunches.

All ABWE employees must:

- Be a believer in the Lord Jesus Christ and able to articulate a personal testimony of salvation.
- Be walking in Christ-like obedience to Biblical standards in ways that evidence a transforming relationship with Jesus Christ, particularly as outlined in ABWE's Christian Code of Conduct.
- Be a current and active member and/or regular attendee of a like-minded local church that aligns doctrinally with ABWE.
- Be able to fully support ABWE's mission, vision, core values, Statement of Faith, and ministry philosophy.
- Be able to follow all guidelines set forth in the ABWE IHQ Staff Handbook.

Physical Demands and Work Environment: The physical demands are minimal and typical of similar jobs in comparable organizations, including extended periods of time sitting at a desk. The work environment is representative and typical of similar jobs in comparable organizations. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, talk or hear; perform fine motor, hand, and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand, walk, and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will spend their time in an office environment with a moderate to high noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.