

# Job Posting Marketing Project Manager



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## IMMEDIATE JOB OPENING

Posted: May 6, 2026

**Position Title:** Marketing Project Manager

**Employment Status:** Part-Time, Non-Exempt

Please refer to the attached **Job Description** for detailed information regarding responsibilities, qualifications, and requirements.

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## Application Instructions

Interested applicants should submit all required materials to:

**Geneva Benefits Group**

**Attn:** Heather Chambliss

**Email:** heather.chambliss@genevabenefits.org

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## Applicant Information

**Applicant Name (First and Last):** \_\_\_\_\_

Applicants must confirm completion and agreement with the following by checking each box and returning this page with their application materials:

- Cover Letter Included
- Resume Included
- Agreement with Geneva's Employer Statement (see below)
- Agreement with Geneva's Statement of Faith (attached)

## **Employer Statement**

Geneva Benefits Group not discriminate against any person on the basis of race, color, gender, national origin, age, disability, or veteran status, whether in hiring, promotion, pay, or benefit decisions. Nevertheless, as a Christian ministry, Geneva reserves the right to hire only those individuals who make a credible profession of faith in Jesus Christ and who demonstrate qualifications for the position being filled. While as a church entity, Geneva is not subject to the Americans with Disabilities Act, Geneva does not discriminate against any qualified individuals with a disability. Geneva will make reasonable accommodations to allow a disabled employee to perform the essential functions of his or her job whenever possible. It is the responsibility of the disabled employee to request an accommodation of his or her physical or mental disability by contacting his or her supervisor.

## About Geneva Benefits Group

As an agency of the Presbyterian Church in America (PCA), the role of Geneva Benefits Group is to “Prepare, Protect, and Nurture” ministers, missionaries, lay employees, and their employing ministries through the provision of employee benefits, financial consultation and counseling. The programs and services provided through Geneva, including retirement planning, insurance benefits, wellbeing advocacy and relief assistance.

### Our Vision

We believe the gospel advances and the church thrives as men and women who serve PCA ministries grow spiritually and financially healthy.

### Our Values

**We Know You:** We Understand Ministry Life

**We Know How:** We Continuously Pursue Excellence

**We Care:** Relationships Are Our Bottom Line

### Our Mission Statement

Geneva Benefits Group supports the wellbeing of ministry leaders, workers, and their families, so they can live generously in every season of ministry.

# Job Description

## Marketing Project Manager



Job Title	Division Department	Reports to	FLSA Status Employment Type	Date Created
Marketing Project Manager	Div: Advancement Dept: Marketing	Assistant Vice President, Advancement	Non-Exempt Part Time Hourly	04/23/2026

### Summary

Reporting to the Assistant Vice President (AVP) of Advancement, the Marketing Project Manager is responsible for planning, coordinating, executing, and monitoring marketing projects from initiation through completion. This role ensures that assigned projects remain on schedule, within budget scope, and aligned with Geneva’s brand standards and organizational priorities.

The Marketing Project Manager serves as a central point of coordination between internal teams (marketing, design, content, digital, and business development) and external vendors, supporting campaign execution through structured project management processes. The role operates with defined parameters and priorities, receiving creative guidance from the Marketing Manager and strategic direction from the AVP of Advancement.

This is a **part-time position (20–25 hours per week)** and does not include supervisory responsibilities.

### Key Responsibilities

- Manage assigned marketing projects from kickoff through delivery following established workflows.
- Develop and maintain project schedules, task plans, timelines, and budgets using approved project management tools.
- Coordinate work across internal stakeholders and external vendors to ensure timely execution.
- Facilitate project meetings, document action items, and track deliverables.
- Monitor project milestones, status, and defined performance indicators (KPIs).
- Provide regular status updates, risk identification, and issue escalation to the Marketing Manager and AVP of Advancement.
- Ensure all project outputs align with Geneva’s brand guidelines and review protocols.
- Document project outcomes and contribute to process improvement recommendations.
- Provide project and administrative support to the AVP of Advancement as assigned.

This Section to be Updated by HR Department Only

Title JD – Marketing Project Manager  
 Author C Zurbach  
 Division Owner Advancement  
 Approved by ELT

Doc Number HR-JD-012  
 Creation Date 05/01/2026  
 Review Date 05/01/2026  
 Last Revised Date 05/01/2026

# Job Description

## Marketing Project Manager



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### Performance Standards

- Adhere to Geneva's established review and approval processes for all outbound marketing and communications.
- Maintain up-to-date project documentation and status reporting, reviewed at least weekly.
- Meet defined deadlines and quality standards for assigned projects.

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### Qualifications

#### Faith:

- Demonstrated devotion to Jesus Christ, personal holiness, and a passion for making Him known.
- A Christian exhibiting mature spiritual growth, evidenced by the fruit of the Spirit and a firm grasp of foundational Christian doctrine.
- Active member of an evangelical church that affirms the tenets of historic Christianity (PCA preferred but not required).
- Genuine passion for serving the church and its ministry leaders.
- Affirmation of Geneva's Statement of Faith and adherence to the organization's Code of Conduct.

#### Education:

- High school diploma required.
- Bachelor's degree preferred.

#### Experience:

- Minimum of 3 years of experience in project management or marketing experience.

#### Essential & Key Skills:

- Experience managing budgets, timelines, and cross-functional teams.
- Working knowledge of digital, content, and campaign-based marketing environments.
- Understanding of marketing strategy, channels, and workflows.
- Experience utilizing project management tools.
- Strong analytical and problem-solving skills.
- Excellent organizational, documentation, and follow-through skills.
- Clear written and verbal communication abilities.
- Attention to detail and adherence to established processes.
- Ability to manage sensitive or confidential information with discretion.

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# Job Description

## Marketing Project Manager



### Technical Skills:

- Proficiency in Office 365 and Adobe Acrobat.
- Experience using project management tools (e.g., Asana).
- Ability to learn new systems and platforms as required.

### Additional Skills:

- Ability to collaborate with Geneva personnel and PCA committees/agencies.
- Perseverance in challenging ministry and business environments.

### Travel Requirements

- None

### Location & Working Conditions

- In-office (on-site) position at Geneva’s offices in Lawrenceville, Georgia.
- Limited remote work may be available with supervisor approval.
- Standard office work environment.
- Reasonable accommodations provided in accordance with applicable law.

### Other Information

- This job description is not intended to be exhaustive. Employees may be asked to perform additional duties as assigned.
- This document does not constitute an employment contract, implied or otherwise; employment remains at-will.

### Job Grade & Classification Statement

- **FLSA Status:** Non-Exempt
- **Employment Type:** Part-Time, Hourly
- This role does not include direct supervisory or people-management responsibilities.

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<b>Author:</b>	Chris Zurbach
<b>Title:</b>	Assistant Vice President, Advancement
<b>Date Approved:</b>	05/06/2026
<b>Reviewed By:</b>	
<b>Title:</b>	
<b>Date Reviewed/Revised:</b>	

*A job description should be reviewed annually and updated as often as necessary.*

**See following page for revision tracking notes.**

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Division Owner Advancement  
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**Purpose.**

We believe it is important for current and future employees to understand the values inherent in our ministry and what is expected of them as we seek to serve our mission. To that end it is our conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. The Geneva Benefits Group (Geneva) Statement of Faith is not an exhaustive statement of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. As Geneva is an agency of the Presbyterian Church in America (PCA), the Constitution of the Church shall have control over any provisions of this document. Nonetheless, in order to provide transparency about our beliefs the following Statement of Faith has been created.

**We Believe.**

1. The Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. There is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. In the necessity of regeneration by the Holy Spirit for salvation because of the radical corruption of human nature, and that one is justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. In resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

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**This Section to be Updated by HR Department Only**

Title	Statement of Faith
Author	C Lilly
Dept Owner	HR
Approved by	ELT

Policy Number	HR-008
Creation Date	07/26/2022
Review Date	08/05/2024
Last Revised Date	08/06/2024

**POLICY**  
**Statement of Faith**



- 8. The Gospel message is for every tribe, tongue, and nation. (Revelation 7:9-10, 14:6).
- 9. Bible-believing, professed Christians should be faithful members of a Gospel preaching church. (Acts 2:42,44,46; Hebrews 10:24-25).

This Statement of Faith reflects the intentions of Geneva. However, all hiring, job placement, discharge, and other employment decisions will be made in and at the sole discretion of Geneva.

Regardless of denominational affiliation, all employees agree to respect the PCA's and Geneva's beliefs. Geneva reserves the right to discharge employees for any reason, including but not limited to immoral or unethical conduct, conduct contrary to Scriptural teachings, habitual or unrepentant sin, and conduct negatively affecting other employees or reflecting negatively on Geneva's ministry and witness for Christ, and without regard to whether such conduct occurs on or off company time or premises.

Geneva's Executive Leadership Team ("ELT") holds final interpretive authority on biblical meaning and application with regard to the impact of PCA faith, doctrine, policy, practice, and discipline on all Geneva employment and operational decisions.

*The ecclesiastical Constitution of the Church is defined in the Book of Church Order, Preface III. The provisions of the Constitution shall [have] control over any provisions of this Policy to the extent of any conflict therewith.*

I hereby acknowledge that I have received, read, and understand this Statement of Faith as outlined above. I also acknowledge that I am in agreement with this Statement of Faith.

<b>Signature</b>	
<b>Printed Name</b>	
<b>Date</b>	

Return signed form to the Geneva's HR Department

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Author C Lilly  
Dept Owner HR  
Approved by ELT

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