

Project Manager – PROPEL Initiative

Campus of Trinity Western University, Langley, BC



Learning to lead like Jesus.

About Us

At Northwest College & Seminary, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of almost 30 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff and administration. Find out [more about us](#).

The Opportunity

Posting Number: 44	Posting Date: April 8, 2026	Application Deadline: May 8, 2026
Position Status: 0.8 FTE	Hours/Week: 30	Remote Work: May be available up to 40%

The Project Manager - PROPEL Initiative will support the Project Director in implementing the PROPEL: Rebuilding the Pastoral Leadership Pipeline for the Next Generation of Leaders project. This role is central to coordinating day-to-day operations between Northwest and its 14 collaborating partners in the PROPEL project. The successful candidate will manage project tasks, deliverables, schedules, budgets, and evaluation data collection while facilitating collaboration among diverse stakeholders.

This position reports directly to the Project Director and is funded through a Lilly Endowment Large-Scale Collaboration Grant awarded to Northwest College & Seminary.

What you'll be doing

Your work life will include:

1. Project Coordination & Implementation

- a) Work with the Project Director to create and maintain a PROPEL project implementation plan and schedule that meets project goals, and delivers on project commitments on time and within budget.
- b) Manage project tasks, deliverables, and timeline according to the PROPEL project schedule.
- c) Coordinate and schedule regular meetings with collaborating partners.
- d) Facilitate communication between Northwest College & Seminary and the PROPEL partner organizations.
- e) Support, coordinate, organize and facilitate project-related in-person and online gatherings as needed.

2. Evaluation & Data Collection

- a) Collect, organize, analyze, and report on evaluation data throughout the project duration using established tools (Pipeline Dashboard, Student Outcomes Dashboard, Annual Partner Reports).
- b) Prepare evaluation plan materials for external consultant's pre-inventory (Year 1) and post-evaluation assessment (Year 5).
- c) Track achievement of performance indicators across all six PROPEL construction phases: Partner, Research, Offer Programs, Practice, Endowment, Learn.
- d) Document progress on recruitment targets, enrollment growth, graduation rates, and ministry placement metrics.

3. Financial Management & Reporting

- a) Assist with budget management for project activities.
- b) Prepare annual reports for Lilly Endowment including deliverables, performance indicators, and financial status.
- c) Coordinate quarterly and annual reporting requirements from church network partners.
- d) Support endowment fund tracking and matching fund collection documentation.

4. Communications & Documentation

- a) Create, organize and maintain shared folders for all project documentation.
- b) Collect, organize and track partner documentation and reports.
- c) Maintain project documentation including meeting minutes, progress reports, and decision records
- d) Prepare materials for annual project meetings and evaluation activities
- e) Assist Northwest Communications personnel with communication strategy implementation across digital platforms (SharePoint hub, newsletters, etc.)

5. CBTE Community of Practice (CoP) Support

- a) Support formation of the CBTE CoP, including organizing lead team meetings, facilitation action items, establishing operations and onboarding a new CBTE CoP Administrator.
- b) Contribute to CBTE Community of Practice website content and resource development.
- c) Support organization and facilitation of the annual CBTE CoP Conference Gathering.

6. Research Support

- a) Coordinate stakeholder consultations for competency ontology development with C-BEN.
- b) Support Evangelical Fellowship of Canada research partnership on pastoral needs assessment.
- c) Facilitate focus group logistics and data collection activities.
- d) Assist in preparation of interim reports and final publications.

7. Other duties as assigned

Compensation

The salary range is \$56K - \$64K annually (equivalent to \$70-\$80K for full-time) depending on level of experience.

Benefits & Perks

- Extended health & LTD
- 3 weeks' vacation
- Christmas holiday shut down
- Working with a great team!

About You

You are a committed follower of Jesus and are kind, caring and compassionate. You have the following:

Education/Training/Experience	Required	Preferred
Bachelor's degree in relevant field or equivalent	x	
Master's degree in related discipline		x
Minimum 3–5 years' experience in project management, preferably in non-profit, higher education, or collaborative initiatives	x	
Demonstrated experience coordinating with multiple partner organizations across geographic regions	x	
Strong data collection and analysis skills with ability to manage complex evaluation frameworks	x	
Experience in theological education or church-based ministry programs		x
Familiarity with Competency-Based Theological Education (CBTE) models		x

Skills	Proficiency Level
Microsoft Office suite (Excel, Word, Outlook, Power Point), Google Workspace	Good
English fluency	Excellent
Comfortable with computers and adopting technology best practices	Good

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 44** in the subject line. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Note that Northwest conducts criminal background checks for all final stage candidates.

We sincerely thank all applicants for their interest in Northwest College & Seminary.