

NYI Project Manager

Contract: Full-time (35 hours/week, flexible), initial 6-month contract

Location: Fully remote with some international travel

Reports to: Eurasia NYI Coordinator

Role Purpose

The NYI Project Manager plays a vital role in supporting the mission of Nazarene Youth International (NYI) across the Eurasia Region. This position combines administration, project management, and event coordination to help young people grow as disciples of Christ, develop as leaders, and engage in the church's mission.

Working closely with the Eurasia NYI Coordinator, the Project Manager ensures smooth operations for the regional NYI team and council, leads the planning of regional youth events, and supports the Nexus leadership development project. The role is both administrative and innovative, balancing essential day-to-day operations with the creation of new opportunities that serve the vision and values of NYI.

Key Responsibilities

Administrative & Coordination Support

- administrative support to the NYI Coordinator and team (calendar management, travel, expenses, communications, note-taking, copy editing).
- support for meetings of the NYI Eurasia Council (monthly online meetings, annual in-person meeting, and global/regional initiatives).
- Implement GDPR-compliant filing systems and oversee email and work log management.
- Collate updates and reports from NYI Council and special projects.

Nexus Leadership Development Support

- Work in partnership with the NYI coordinator and India Field Nexus coordinator to organise and deliver Nexus training events, leadership conversations, and online workshops.
- project reporting and budget administration.
- Build relationships with districts, learning local contexts, and developing volunteer support teams.
- Facilitate partnerships with other church ministries.
- Collect and share stories with the NYI social media manager and wider Eurasia team.

- Travel as needed to support and lead trainings.

Event Support

- planning of regional NYI events within the regional NYI Councils vision (eg Regional Conference, Regional Youth Camp).
- event logistics, including (but not limited to) timeline, registration, scheduling, budget, translation.
- coordinate event volunteer teams.
- Ensure all events align with NYI values and the wider Eurasia Regional strategy.

Innovation & Storytelling

- Develop new resources to train and inspire young people and leaders.
- Craft opportunities for youth engagement in leadership and mission.
- Champion continuous storytelling of NYI and Nexus initiatives through reports, testimonies, and media updates.

Skills & Experience

- Ability to speak & work in English language.
- Strong organizational and administrative skills, with attention to detail.
- Experience in project or event management (church, non-profit, or youth ministry setting preferred).
- Ability to manage budgets and reporting processes.
- Excellent written and verbal communication skills; experience with translation/interpretation coordination is a plus.
- Confident in digital tools for remote collaboration (Microsoft Office/Google Workspace, Zoom, project management platforms).
- Cross-cultural communication experience and sensitivity to diverse cultural contexts.
- Willingness and ability to travel internationally when required.

Personal Qualities

- Committed Christian with a passion for youth discipleship, organisation, and leadership development. You should live within the Eurasia region.
- Alignment with NYI values and the mission of the Church of the Nazarene.
- Relational and collaborative - able to build trust with diverse teams and volunteers.
- Flexible, adaptable, and proactive in problem-solving.
- Able to balance “maintenance” tasks with innovation and creative thinking.
- Respectful of confidentiality and committed to data protection.

Contract Details

- Hours: 35 hours per week (flexible; some evenings/weekends may be required).
- Contract: 3-month initial contract, then rolling
- Location: Fully remote; some international travel required.
- Schedule: Flexible, with hours banked during peak periods/events as agreed with the NYI Coordinator.
- Benefits: Opportunity to develop skills in international project management, gain cross-cultural leadership experience, and contribute to shaping the future of youth ministry across Eurasia.