



REDEEMER PRESBYTERIAN CHURCH

Position: **Administration & Volunteer Manager** — Redeemer East Harlem

FLSA Status: Non-exempt

Band: 5

Department: Redeemer East Harlem (REH)

Reports To: REH Site Pastor

Date: July 1, 2019

Hours Worked: Part-Time (25 hours and must be available to work Sundays)

Position Summary:

The Redeemer East Harlem Administration & Volunteer Manager (AVM) will oversee the administration and volunteer needs of the church. Administratively, the AVM will assist the Site Pastor and other staff in tasks related to internal and external communication and other tasks. As Volunteer Manager, the AVM will assist in managing worship service teams each Sunday. This position will recruit, train, lead and shepherd a team of Sunday Service Ministry volunteers, as well as any special events. Do to this nature of REH being a church plant, this role will require the establishment and development of processes and structures that do not yet exist.

Job Description:

1. Administration - 10 hours

- Communications:
 - Plan and execute communications (including copy-edit and content management) of the following communications pathways:
 - CONNECT (weekly)
 - Pulpit Announcements (weekly)
 - App maintenance (as needed)
 - Website/Calendar content (regularly)
 - Church-wide emails (as needed)
 - Possibly social media (as needed)
- Other administrative task (worship venue, expenses, weekly bulletin printing, etc.) given by Site Pastor

2. Sunday Volunteer Management, Training, and Care — 15 hours

- Management: Manage Sunday recruitment, training, retention and recognition of Sunday Service Ministry volunteers and volunteer leaders including Set Up/Tear Down, Ushers, Welcome Center, and Communion.
 - Oversee volunteer operations for morning worship service on Sunday
 - Plan the design and manage display for REH Welcome & Info Center



REDEEMER PRESBYTERIAN CHURCH

- Manage volunteer and event operations for special worship events surrounding Holy Week, Christmas and other holidays
- Manage job descriptions and curriculum of leadership and tactical training for all Sunday Service Ministries
- Monitor worship service attendance and collect and count Sunday offering
- Follow-up on bulletin tear-offs from Sundays and encourage individuals to get involved further.
- Collaborate across East Side, West Side, and Downtown congregations to leverage best practices in Sunday Service ministries
- Volunteer Training:
 - Develop, write and update training material for all ministry areas; develops and conducts regularly scheduled quarterly training events
- Care:
 - Build and maintain strong relationships to equip and encourage Sunday operations staff, SSM volunteers, especially volunteer leaders
 - Pray weekly for Sunday service volunteers and part-time operations team.
 - Integrate SSM volunteers and leaders into broader community of REH

Qualifications:

This job is a combination of highly tactical, administrative and relational tasks. Must be a team leader with a ministry mindset; must have volunteer management and event experience; must demonstrate a high level of commitment and dependability serving multiple constituencies; must demonstrate high emotional maturity and a pleasant and professional attitude in highly dynamic event environments; must be a highly proficient administrator who is detail oriented; must also be able to manage multiple projects simultaneously and drive projects to completion in a timely manner; must be available on Sundays, weekends and evenings as needed. Needs to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Two plus years of ministry and event planning experience strongly preferred.

Skills & Experiences

Excellent organizational, communication, multitasking, problem-solving and interpersonal skills. Proficient in MS Office applications (Word, Excel), database management and online applications (Google calendar, Google documents, etc.)