

JOB DESCRIPTION

DATE:	October 28, 2020
POSITION:	Administrative Project Coordinator, Global Strategic Services
REPORTS TO:	Vice President, Global Strategic Services
FLSA STATUS:	Non-exempt
WORK HOURS:	Full-Time Position

DESCRIPTION:

The Administrative Project Coordinator, Global Strategic Services (GSS) serves and contributes to the development of CTC's global affiliates and networks, Hub cities and globally sourced resources through the operationalization of CTC's support. He/she will support and develop various cross functional projects for the GSS team helping the team run more efficiently and effectively in support of key outcomes. This role requires organizational strengths, communication skills, collaboration and effective problem solving skills. In addition, those with experience overseeing team processes will likely thrive.

RESPONSIBILITIES:

- Resource Management and Distribution
 - In collaboration with Resource Team provide support and customer service for resource management platform (Google Drive, Pathwright)
 - Ensure brand management and continuity amongst globally sourced resources
 - Maintain list of global contacts for various communications related to resources
 - Audit and maintenance of catalogue of translations available globally.
 - Oversee the administrative requirements for our various platforms, vendors, etc
- Affiliate Development and Support
 - Work with regional affiliates to process grants for quarterly disbursements and one-time payments. Have a strong understanding of affiliate budget development and tracking in coordination with the Director of Finance. Process expenses and reimbursements for regional affiliates when necessary.
 - Work with Finance Director and Global Field Operations Director to receive financial reporting from affiliates and process and store reporting in the designated places
 - Develop and maintain MOUs for key functions including field catalyts, regional directors, city grants and event based grants
 - Work closely with the Global Field Operations Director to maintain metrics gathering systems in coordination with affiliates. Develop systems internally and externally that allow for smooth capturing of data and distribution to necessary parties within the organization.
 - Coordinate with affiliate teams about customer service needs from CTC, fielding questions from the field and internal questions regarding the field
- Overall Team Coordination and Administrative Support
 - Work with the Managing Director and team leaders of GSS to develop monthly meeting agendas and scheduling for the team. Manage team communication, keep meeting minutes and follow up with necessary team members.
 - Manage team platform subscriptions, renewal and billing and oversee permissioning amongst the GSS team - including Google Drive
 - Develop systems and processes for good internal communication between GSS team and cross-departmental collaboration

- Fill various administrative holes as needed across the team
- Assist the Managing Director with calendaring of key outside body meetings, etc.

QUALIFICATIONS AND REQUIREMENTS

- Strong organizational skills and experience working with fast paced teams working from various locations
- Cultural agility and flexibility, cross-cultural work experience a plus
- Comfortable with financial software, accounting and data management systems
- An eye for detail with an ability to think at a macro level
- Good time management skills with an ability to prioritize tasks
- Highly motivated individual who is a quick learner and able to thrive working on teams and independently
- Good written communication skills
- Ability to thrive in both remote and office based environments
- Flexibility to work odd hours on occasion to account for time zone differences amongst our constituents
- Dependable, self-motivated, self starter
- Able to operate independently in managing own workload and prioritizing among several tasks
- Interpersonal abilities of active listening and communication skills

THEOLOGY AND CHARACTER

- Gospel centered ministry formation, active prayer life godly discernment, servant leader and gospel shaped character
- Seeks to embody the key values of CTC
 - Commitment to understanding of the gospel
 - City focused
 - Holistic application of the gospel
 - Contextualized church planting
 - Commitment to the development of indigenous leadership

EDUCATION/EXPERIENCE

- BA required
- Minimum 2-5 years of administrative or financial experience in a fast paced environment
- Experience with Excel and Google Drive required
- Experience with Powerpoint/Slides, Asana, and Salesforce a plus

LOCATION

- This position is based in NYC and New York City residency is highly preferred.

To apply please send your resume and cover letter to Meredith Denton - meredith@redeemercitycity.com