



Redeemer City to City (CTC) is a non-profit organization that prayerfully recruits, trains, coaches and resources leaders who cultivate gospel movements in global cities primarily through church planting. CTC is based in New York City and works with affiliate and Hub City leaders throughout the world." All of this is done to help bring the gospel of Jesus Christ to cities.

Redeemer City to City is a global organization that serves a diverse community. Men, women, and members of all ethnic groups are encouraged to apply.

JOB DESCRIPTION

Job Title: Administrative Coordinator/Project Manager
Reports to: Senior Director of Content Development and Distribution
Completion Date: August 22, 2022

Exempt/Non-Exempt: Non-Exempt
Full or Part-time: Full-time
Team: Content
Location: Flexible, remote
Compensation: \$25 - \$35 per hour DOE

Short Description:

Will provide administrative and project management support to the Content Team as it serves its internal and external clients.

Principal Duties and Responsibilities

Administration:

- Assist Senior Director to coordinate meetings for Content Team: scheduling, taking notes, tracking follow-up items
- Assist Senior Director to coordinate meetings with global stakeholders
- Acts as administrative point of contact for both internal and external clients
- Process reimbursements for team platforms & subscriptions, process invoices, check requests and royalties
- Process licenses and permissions requests
- Maintain records, organize files, generate reports
- Provide customer service and troubleshooting for online courses and other content products

Communication:

- Work with Senior Director to execute communication strategies for internal audiences, including monthly all-staff newsletter
- Work with Marketing and Communications to execute communication strategies for external audiences
- Develop systems and processes for good cross-department communication
- Creating and managing communication strategies with key critical roles globally

Project Management:

- In collaboration with Senior Director and Coordinator, ensure projects are completed on time and on budget
- Track publishing licenses and contracts for reporting
- Liaise with collaborators
- Fact check stories, track submissions and author manuscripts, etc.

REPORTING RELATIONSHIPS: None

COMPETENCIES REQUIRED

Unique for this job	Unique for this job	For managers of people
Proven work experience as an executive assistant, executive administrator, project manager or similar role	Strong organizational, project management, and problem-solving skills	

Experience working on multiple projects with multiple people in a fast-paced environment	Strong collaborator comfortable working in a dynamic environment	
Keen attention to detail	Excellent verbal and written communication skills	
Motivate, takes direction, self-starter	Exercises discretion and confidentiality with sensitive information	
Flexibility to work occasionally outside of business hours to accommodate different time zones among global constituency	Cultural agility and flexibility; cross-cultural work experience a plus	
MINIMUM QUALIFICATIONS:		
Education/Experience:		
<ul style="list-style-type: none"> • Bachelor's degree preferred • Experience in complex project management preferred 		
Technical/Software Knowledge:		
<ul style="list-style-type: none"> • Proficiency with G Suite apps, Microsoft Office, and Mac-based applications 		
Mission Alignment/Policies:		
<ul style="list-style-type: none"> • Belief in the inerrancy of the Holy Bible • Sold out on the mission to bring the Gospel of Jesus Christ to cities • Alignment with RCTC values • Adherence to RCTC Employee Policies • Compliance with RCTC Policies regarding Intellectual Property 		
Physical Requirements List Here:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.</p>	
Travel:	minimal	
Satisfactory background check required for all positions.		

To apply, please send a cover letter and resume to Trisha Burgess, Senior Director of Human Resources, at trish.burgess@redeemercitycity.com.