



REDEEMER PRESBYTERIAN CHURCH

Position: **Administrative & Community Group Coordinator** — Redeemer East Harlem

FLSA Status: Non-exempt

Band: 5

Department: Redeemer East Harlem (REH)

Reports To: REH Lead Pastor

Date: March 1, 2022 (earlier desired, if possible)

Hours Worked: Part-Time (12-15 hours per week rarely any hours required on Sunday)

Position Summary:

The Redeemer East Harlem Administrator will assist the Lead Pastor, and occasionally other staff, with various tasks related to worship, membership, communications, community groups, and more.

Job Description:

1. Worship Administration

- Create weekly stage notes and send to appropriate people each week
- Create bulletin for online usage (and in-person worship when needed)
- Print bulletin and other materials as needed
- Create/Edit weekly PowerPoint for Sunday which will include pre-determined liturgy, songs, and announcement slides, as a well as special content provided by Lead Pastor
- Create ProPresenter playlist and ensure necessary content is available for volunteer teams
- Work with Lead Pastor or Worship Director on any other worship-related items that arise
- Send payments for musicians and others who are hired for worship, each week
- Send welcome emails to newcomers who fill out a connection card or the online contact form
- Create the weekly worship Livestream

● Communications

- Copy-editing and content management for classes, newsletter, and other communications given by Lead Pastor
- Manage the weekly newsletter and send it to REH Weekly subscribers
- Work with Lead Pastor or other staff teaching classes with communication of those taking classes
- Assist with tracking event registration and communication to participants
- Monitor and respond to communications that come to eastharlem@redeemer.com
- Mail birthday postcards to REH members each week

● Website & Podcast (will train technical duties)

- Update website and app weekly as needed with new and relevant content
- Create and edit the weekly podcast and upload it to the service
- Edit necessary elements to our weekly YouTube broadcast videos

● Membership

- Assist Lead Pastor and elders with scheduling membership interviews and communicating with member candidates about next steps



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- Assist with maintaining membership roles
- **Community Groups**
 - Create and send weekly CG study guide
 - Assist Lead Pastor with registration and communications with CG leaders and participants
 - Plan, organize and oversee 3-4 CG events/ministry year
 - Create and send a once-a-month communication to CG leaders
- And other tasks as assigned by Lead Pastor

Qualifications:

This job is a combination of *highly* tactical, administrative and relational tasks. Must be a team leader with a ministry mindset; must have administrative 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 to work some Sundays, and several weekends and/or evenings as needed. Needs to embrace Redeemer's vision and have a gospel-oriented heart for New York City.

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.). We will train technical components as needed. Experience with website editing, audio editing, graphics a plus.