



## **JOB DESCRIPTION**

**Job Title:** CFW Communications & Content Manager

**FLSA Status:** Exempt

**Band:** 6

**Work Hours:** Full-time

**Department:** Center for Faith & Work (CFW)

**Report to:** Program Director, CFW

**Date:** December 3, 2018

### **Summary**

CFW Communications & Content Manager will oversee and manage CFW communications and educational platforms for the CFW. In addition, this person will provide administrative support for the Program Director of CFW

### **JOB RESPONSIBILITIES:**

#### COMMUNICATION - 50%

- Manages CFW website, resources, social media
- In charge of CFW related databases and systems
- Leading development of all communications materials for CFW, including managing the contributions of other staff and volunteers
- Conducts email communication for events
- Manage CFW communications and coordinate with Redeemer churches' communications staff on CFW initiatives
- Identify areas of improvement and develop projects for web, social media, email and other platforms of communication
- Coordinate expanded marketing process for a more targeted promotion of Gotham across the Redeemer Churches
- Participate in goal-setting and establishment of meaningful metrics for monitoring success

#### ADMINISTRATIVE SUPPORT – 25%

- Prepare monthly update reports for ET
- Prepare quarterly and annual reports for Redeemer Churches
- Manage incoming requests and correspondences
- Schedule weekly meetings and distribute agendas

#### LEARNING & DEVELOPMENT - 25%

- Develop and manage CFW's online educational platform
- Develop and curate content for online courses
- Provide support for program and course participants online experience
- Manage content production workflow and distribution
- Represent CFW as a participant of Redeemer's Culture Task Force

**QUALIFICATIONS:**

- Must understand and embrace Redeemer's vision and values and have a heart for New York City
- Membership at Redeemer preferred but not required
- Four-year college degree required. Theological training is a plus
- Understands theological, spiritual and cultural questions that are being asked by Christians and skeptics. Sensitive with nuanced language for non-Christian audience
- Program administration and project management experience required

**SKILLS AND EXPERIENCES:**

- Must have excellent organizational, problem solving, analytical, administrative skills
- Must be a team player. Ability to operate effectively within close relational proximity while seeking the development and flourishing of other individuals and the team at large
- Multi-tasking. Ability to juggle multiple projects and events at once, and ability to prioritize for successful execution
- Excellent communication and interpersonal skills
- Google Apps (Google Drive, Google Calendar)
- Social media platforms knowledge (Facebook, Instagram, Twitter)
- Proficient in Microsoft Office