

*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. CTC New York City aims to support and catalyze church planters and leaders with the tools and resources they need to develop healthy churches through various training programs.*

*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:** Classroom & Student Success Coordinator

**Reports To:** Assistant Director, CMP

**Completion Date:** April 15, 2024

**Location:** Fully Remote

**Exempt/Non-Exempt:** Salaried/Exempt

**Full or Part-time:** Full-Time

**Team:** NYC - CMP

**Compensation:** \$60,000

**Short Description:**

Contribute to the direction of the City Ministry Program (CMP) in New York City, with a special focus on the optimization of student experience to equip the next generation of pastors, parachurch ministers, and lay leaders to serve the gospel movement in NYC. The Classroom Administrator and Student Success Coordinator spearheads efforts to ensure the classroom environment enables students to flourish in the program, while also recruiting, assessing, and matriculating participants in keeping with their calling and their goals for ministry.

#### **Principal Duties and Responsibilities**

**Canvas Architecture**

- Build the framework for all student course work in Canvas
- Work with the CMP Assistant Director to acquire teaching plans from faculty to ensure timely delivery of class materials to our team for editing, publication and integration into Canvas
- Work with CMP Content Coordinator to ensure needed media content is ready to view and accessible for the students

**Classroom Management**

- Help create optimal learning environments for students to thrive in and complete the certificate program
- Work with CMP Assistant Director to think through any changes needed for classroom structure to ensure the best student and faculty experience
- Manage weekly classes (zoom and in-person) ensuring they run smoothly
- Work with CMP Content Coordinator to ensure faculty have resources needed for classes being taught / facilitated
- Communicate necessary announcements / information to the students regarding CMP
- Manage the praxis labs during the spring term in the Communicating Scripture Course

**Student Success**

- With the CMP Assistant Director, track student progress related to core competencies to identify strengths, weaknesses, and new opportunities in our training
- Meet up with students periodically to build strong relationships, inquire about their experience, and respond to their concerns
- Work with the Coordinator of Information Systems on all of the above

<p><b>Student Matriculation</b></p> <ul style="list-style-type: none"> <li>• Work with CMP Assistant Director to ensure Teaching Assistants are keeping up with student submissions and to encourage their mentoring relationships with CMP participants</li> <li>• With Teaching Assistants, communicate with students at the end of term who need to turn in work or face an Incomplete</li> <li>• Track course completion in Salesforce</li> <li>• Assist those who are nearing certificate completion to identify what they need to finish successfully</li> <li>• Identify certificate recipients</li> <li>• With the CMP Team, plan the year-end Certificate Celebration</li> </ul>	
<p><b>Student Recruitment</b></p> <ul style="list-style-type: none"> <li>• Work with CMP Assistant Director to plan Open Houses and other events to introduce people to the program</li> <li>• Communicate clearly, regularly, and energetically with students regarding program offerings</li> <li>• With CMP Assistant Director, review applications and interview applicants to determine whether CMP is a good fit for them</li> <li>• Onboard new students</li> <li>• Administer program fees, send invoices, and communicate scholarship awards</li> <li>• Manage administration, promotion, registration, and general operations for CMP intensives and other large-group events</li> </ul>	
<p><b>Liaison for Events and Marketing</b></p> <ul style="list-style-type: none"> <li>• Work with the CMP Assistant Director on all recruiting efforts and public offerings</li> <li>• Work with the Events Coordinator to plan and to execute professionally Open Houses, intensives, workshops, celebrations, and other opportunities for fellowship, training, and/or hospitality</li> </ul>	
<p><b>NYC Team</b></p> <ul style="list-style-type: none"> <li>• Keep NYC team members up-to-date with relevant program information</li> <li>• Participate in weekly team prayer meetings</li> <li>• Participate in monthly NYC team meetings</li> <li>• Participate in monthly CTC all-staff meetings</li> <li>• Participate in other team activities as arise</li> </ul>	
<b>Reporting Relationships To This Position</b>	
This position does not have any direct reports.	

<b>COMPETENCIES REQUIRED</b>		
Emotional Intelligence	Learning Agility	Problem Solving
Cultural Intelligence	Time Management	Tech Savvy
Interpersonal Savvy	Detail Oriented	Effective Communication
<b>MINIMUM QUALIFICATIONS:</b>		
<p><b>Education/Experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent experience</li> <li>• Previous work experience in an academic setting, like college or university (preferable)</li> </ul>		
<p><b>Technical/Software Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Proficiency with G Suite apps, Microsoft Office, and Mac-based applications</li> <li>• Salesforce</li> <li>• Canvas</li> </ul>		

<b>Mission Alignment/Policies:</b>	
<ul style="list-style-type: none"> <li>• Belief in the inerrancy of the Holy Bible</li> <li>• Sold out on the mission to bring the Gospel of Jesus Christ to cities</li> <li>• Alignment with RCTC values</li> <li>• Adherence to RCTC Employee Policies</li> <li>• Compliance with RCTC Policies regarding Intellectual Property</li> </ul>	
<b>Physical Requirements List Here:</b>	Be able to lift 20 lbs.
<b>Valid Driver's License Required?</b>	No
<b>Travel:</b>	Some travel will be required.
<i>Satisfactory background check required for all positions.</i>	

<b>Completed By:</b>					
Name:	Stanley Thomas	Position:	Assistant Director, CMP	Date: 04/10/24	
<b>Submitted to HR By:</b>					
Name:	Matthew Hoskinson	Position:	VP, NYC Leadership Development & Operations	Date: 04/11/24	
<b>Reviewed by HR</b>					
Name:	Trisha Burgess	Position:	SR. Dir.HR	Date: 04/15/24	

*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.*

*To apply, please send a cover letter and resume to Trisha Burgess, Senior Director of Human Resources, at [trish.burgess@redeemercitycity.com](mailto:trish.burgess@redeemercitycity.com).*