



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: Content Coordinator, City Ministry Program
Reports to: Program Manager, City Ministry Program
Completion Date: May 16, 2022

Exempt/Non-Exempt: Exempt
Full or Part-time: Part-time
Team: NYC
Location: NYC

Short Description:

Ensure positive experience for participants in the City Ministry Program (CMP) by furnishing them with what they need to complete their courses seamlessly and gain new skills effectively that will positively impact the gospel movement in NYC. The Content Coordinator works with the Program Manager to cultivate exceptional learning environments for students. The role requires the ability to do light audio and video editing and to be in midtown Manhattan when classes are in session (Tuesday and Wednesday afternoons and evenings).

Principal Duties and Responsibilities

Canvas Management

- With the Program Manager, build the framework for all student course work in Canvas
- Maintain the flow of information between students and teachers through Canvas
- Assist the Program Manager with analysis of student feedback
- Assist the Program Consultant and Course Graders as necessary

Audio/Video Editing

- Communicate with teachers to ensure timely delivery of their pre-class videos
- Edit teacher pre-class videos with CMP intro and outro
- Upload edited videos to YouTube and Canvas at least two weeks before class
- Download and edit Zoom recordings of class discussions
- Upload edited audio recordings for student access and raw recordings for the CMP archives
- Organize and maintain the vault of CMP audio/video files in Google Drive
- Suggest audio and/or video clips from in-class discussions to the CMP Director and the Manager of Communications and Marketing to support teamwide recruiting efforts through social media

Class Host

- Attend all in-person classes at our WeWork classroom (12 E 49th St) and serve as host
- Attend all in-person intensives (times and locations vary) and serve as host
- Handle any tech issues that teachers may have before or during in-person classes
- Manage participant entry into WeWork and other physical locations
- Host all Zoom classes and intensives
- Manage participant entry to Zoom, screen sharing, and breakout rooms as necessary

NYC Team <ul style="list-style-type: none"> • Participate in weekly team prayer meetings • Participate in monthly NYC team meetings • Participate in monthly CTC all-staff meetings • Participate in other team activities as arise 	
REPORTING RELATIONSHIPS: Job Titles of Direct Reports	
n/a	

COMPETENCIES REQUIRED		
Unique for this job	Unique for this job	For managers of people
Tech Savvy	Organizational Skills	
Detail Oriented	Effective Communication	
Time Management	Collaborative	
Problem Solving	Learning Agility	
Cultural Intelligence	Outward Facing	
MINIMUM QUALIFICATIONS:		
Education/Experience:		
<ul style="list-style-type: none"> • Bachelor's degree preferred • Proven experience in audio and video editing 		
Technical/Software Knowledge:		
<ul style="list-style-type: none"> • Proficiency with G Suite apps, Microsoft Office, and Mac-based applications • Audio/video editing software • Canvas • YouTube • Zoom 		
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:	n/a	
Valid Driver's License Required?	No	
Travel:	Not required	
<i>Satisfactory background check required for all positions.</i>		

Completed by:					
Name:	Matthew Hoskinson	Position:	Director, CMP	Date:	May 5, 2022
Submitted to HR by:					
Name:		Position:		Date:	