



JOB DESCRIPTION

Date:	February 11, 2020
Position:	Intern, Advancement
Reports to:	Project Coordinator, Advancement
Hours:	15 - 20 hours per week for the months of March 2020 - May/June 2020
Paid/Non-paid:	This is a non-paid position
Location:	New York, NY

Short Description:

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 in over 140 global cities throughout Africa, Asia, Australia, North America, Latin America, the Middle East and Europe. CTC's core competencies are urban church planting, leadership development and content creation. All of this is done to help bring the gospel of Jesus Christ to cities.

Reporting to the Project Coordinator, Advancement, the Advancement Intern assists the Advancement team with tasks and items that enable him/her to gain a valuable and educational real-world internship experience. S/he assists with administrative items, data collecting/organizing in Salesforce and other platforms, event planning and communication items. The majority of work will need to be done at CTC's office in midtown Manhattan.

Responsibilities:

- Salesforce
 - Learn about the Salesforce CRM and how a global organization implements it
- Events
 - Learn about the event planning process, including how Marketing & Communications and Advancement liaise
 - Shadow event planning conversations and calls

- Newsletter
 - The Advancement Intern will learn the process for and help send city-specific Advancement newsletters
- Data analysis
 - As needed, assist the Project Coordinator, Advancement with data analysis in Salesforce and Excel
- Admin
 - As needed, assist the with Project Coordinator, Advancement with administrative items

Education and Experience:

- Currently pursuing a Bachelor's degree, preferably in Communications, Marketing, Business/Computer Science, English, or a similar business-oriented degree (all degrees considered)
- Desire to shadow, learn and grow from an experience working with a faith-based non-profit organization
- Proficiency in Microsoft Word and Excel
- Proficiency in the Google Suite of products a plus
- Some training or experience with a CRM and donors, and working in a professional, results-oriented environment a plus

To apply for this position, please contact hr@redeemercitycity.com.