



Redeemer Center for Faith & Work - Job Description

Position: Communications & Events Coordinator, Redeemer CFW **Department:** CFW
FLSA Status: Non-Exempt **Band:** 5
Work Hours: Part time (20 hours, incl. weekends)
Work Engagement: Temporary
Reports to: Gotham Coordinator **Date:** July 13, 2021

Summary Role

The Communications & Events Coordinator of Redeemer's Center for Faith & Work will manage CFW communications, events, and programs.

Job Description

Social Media (~8 hours)

- Develop a social media strategy for CFW (Instagram, Facebook, Twitter, etc)
- Plan and create content for social media posts (working with freelancers as needed)
- Post and engage regularly on all social media platforms (Instagram, Facebook, Twitter)
- Manage social media ad campaigns using Facebook and Instagram
- Create monthly reports on post engagement and user growth

Communications (~4 hours)

- Develop a communications strategy for CFW (mailing list, website, etc) including developing a new weekly update email (events, news, housing, classifieds, jobs)
- Manage the CFW email inbox by responding to emails or forwarding specific requests
- Compile and send out all CFW communications using Touchpoint
- Develop and update CFW email templates (working with freelancers as needed)
- Manage Redeemer classifieds on a daily basis (requests, approvals, issues, etc)
- Provide support with content, updates, maintenance, and development for CFW website (working with freelancers as needed)

Events & Programs (~3 hours)

- Run advertising and promotion campaigns for all CFW events and programs (Facebook ads, email campaigns, social media, partnerships, etc)
- Manage registrations, signups, and payments
- Recruit and manage speakers (communication, honorariums, logistics, etc)
- Oversee and manage online learning for classes (Pathwright, etc)
- Schedule and book dates and meeting spaces
- Order food and drinks and manage any outside catering
- Manage all communications and materials related to any event and program



- Greet and run logistics at all events and programs

Gotham (~1 hour)

- Assist when needed at Gotham-related events
- Send out quarterly alumni newsletter

Giving & Development (~2 hours)

- Design and execute all CFW fundraising campaigns (Giving Tuesday, etc)
- Plan and host fundraising events and other related initiatives
- Research and apply for outside grants and funding from foundations and donors

Admin (~2 hours)

- Attend regular CFW team check-in meetings and take notes as needed
- Manage basic financial records (payments, invoices, tuition, etc)
- Provide support using Touchpoint and other Redeemer databases/systems

Qualifications

- Need to embrace Redeemer's vision and have a gospel-oriented love for New York City
- Mature Christian leader with exemplary moral integrity
- Four-year college degree preferred
- Excellent organizational, multi-tasking, and interpersonal skills: a highly proficient coordinator who is efficient, strategic and detail-oriented managing multiple simultaneous projects in a timely manner
- Strong written and oral communication skills, to clearly communicate the vision and practical theology of faith and work
- Experienced skills in GSuite, database