



JOB DESCRIPTION

DATE: September 18, 2019

POSITION: Coordinator, NYC Programs

REPORTS TO: Vice President, New York Project Administration

FLSA STATUS: Non-Exempt

WORK HOURS: Full-Time, 40 hrs/wk

SHORT DESCRIPTION:

The Coordinator, NYC Programs will provide support for several NYC programs that develop leaders to serve the gospel movement in NYC. The coordinator will undertake a variety of administrative and program management tasks. The position holder will help in planning and organizing programs and activities as well as carry out important operational duties. The Coordinator will assist in recruitment, oversee program schedules, and maintain communications to deliver a robust learning experience for all participants.

RESPONSIBILITIES:

- + Support planning and coordination of a program and its activities
- + Oversee the system of recruitment, screening, and acceptance of students
- + Schedule and assist with the recruitment of lecturers, tutors, and ministry mentors
- + Provide administrative support to lecturers and facilitators
- + Conduct participant research; make recommendations for program revisions
- + Help build positive relations within the team and external parties
- + Maintaining budget and tracking expenditures/transactions
- + Ensure quality and timely communications to internal and external audiences
- + Keep all members of the team up-to-date with relevant project information
- + Communicate with team members to ensure maximum efficiency
- + Schedule and organize meetings/events and maintain agenda
- + Support Program Directors on projects as needed
- + Event administration/management
- + Support growth and program development
- + Other duties as assigned

SKILLS AND EXPERIENCE:

- + Passion for CTC's vision and mission
- + At least three years of vocational ministry or non-profit experience, preferably in New York City
- + Proven experience as a program coordinator or relevant position
- + Knowledge of program management and development procedures
- + Ability to work with diversity and multi-disciplinary teams
- + Ability to interact with students, faculty and/or staff in a team environment.
- + Excellent in time-management and organizational skills
- + Strong written and verbal communications skills
- + Highly motivated and a quick learner
- + Detail-oriented and efficient
- + Proactive problem solver
- + Experience with Google Suite or products and Salesforce preferred

EDUCATION

Bachelor's degree required

To apply, please send a cover letter and resume to hr@redeemercitytocity.com.