



JOB DESCRIPTION

Job Title: Ministry Coordinator

FLSA Status: Non-Exempt

Band: 5

Reports to: Ministry Director

Work Hours: Full-time

Date: May 13, 2022

POSITION SUMMARY

Redeemer Presbyterian Church Downtown is seeking a skilled and motivated individual to coordinate, oversee, and execute the logistics and communications of various ministries. This job is highly administrative and support-focused in nature. Must have excellent organizational, multi-tasking, problem-solving, and communication skills. Must be able to take initiative.

JOB DESCRIPTION

Event Support

- Coordinate, plan, and execute ministry events related to Community Life (classes, community conversations, conferences, retreats, marriage works, trainings, etc.)
- Events set up and preparation include but are not limited to ordering food, room layouts, printing handouts, name tags, and other collateral materials
- Assist DT team during busy church seasons (e.g. special ministry year events, Christmas and Easter)
- Provide logistical and administrative support to Pastors, Directors, and volunteer Leaders

Administration and Communications Support

- Manage online database (TouchPoint), website, and troubleshoot technical issues
- Create and manage all special event communications and registrations
- Maintain and update leadership database and resources
- Serve as a communications liaison between DT ministries (and special events) and congregants
- Develop and support cross-congregant communications and mailings

QUALIFICATIONS

- Need to embrace Redeemer Downtown's vision and have a gospel-oriented heart for New York City.
- Minimum four-year college degree required.
- Must be a highly proficient administrator who is detail-oriented and takes initiative.



- Must also be able to manage multiple projects simultaneously and follow through on details to completion in a timely manner.
- Three plus years of work experience in coordination, event planning, and communications is preferred.
- Flexibility to work some evenings and weekend days is required.

SKILLS & EXPERIENCES

- Excellent organizational, communication, and interpersonal skills.
- Proficient in MS Office applications (Word, Excel, PowerPoint), and online applications (Google programs).
- Experience in writing, publishing, and/or ministry is a plus.