



Position: Director of Community Engagement & Administration

FLSA Status: Exempt

Band: 7

Department: Redeemer East Harlem

Reports to: Pastor, Redeemer East Harlem

Hours worked: Full Time

Date: May 13, 2022

Position Summary: The role of Community Engagement & Administration focuses on engaging both external community efforts as well as helping strengthen our internal community. Additionally, a portion of this role will require some administrative work.

Community Engagement - about 30 hours per week

External:

- Develop and sustain partnerships with various institutions, government agencies, non-profits, churches, etc.
- Oversee the development and the execution of the EHMH Resource Closet
- Help develop and execute outreaches and initiatives
- Work with REH diaconate for external ministry opportunities

Internal:

- Facilitate REH congregants serving through external partnerships
- Community Groups by resourcing and meeting with CG leaders
 - Send a weekly CG study guide
 - Assist Lead Pastor with registration and communications with CG leaders and participants
 - Plan, organize and oversee 3-4 CG events/ministry year
- Assist diaconate to coordinate care as needed, both through community groups and external partnerships
- Maintain a highly visible presence in worship services and congregational events
- Assist with “upfront” participation on some Sundays, including leading congregational prayer and announcements
- Membership: Assist Pastor and elders with scheduling membership interviews and communicating with member candidates about the next steps. Assist with maintaining membership roles

Administration - about 10 hours per week

Worship Administration

- Create weekly and distribute worship service documents to those needing them before service (i.e stage notes, bulletin, PowerPoint, ProPresenter playlists)
- Send payments for musicians and others who are hired for worship, each week
- Send welcome emails to newcomers who fill out a connection card or the online contact form
- Create the weekly worship Livestream

2. Communications

- Copy-editing and content management for classes, newsletter, and other communications given by Lead Pastor
- Manage the weekly newsletter and send it to REH Weekly subscribers
- Work with Lead Pastor or other staff with the execution of classes and events (i.e. printing, registration, follow up, communication to participants, etc.)
- Monitor and respond to communications that come to eastharlem@redeemer.com
- Mail birthday postcards to REH members each week

3. Website & Podcast (will train technical duties)

- Update website and app weekly as needed with new and relevant content
- Create and edit the weekly podcast and upload it to the service
- Edit necessary elements to our weekly YouTube broadcast videos

4. And other tasks as assigned by Lead Pastor

Qualifications

- Spanish speaking strongly preferred
- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City and especially East Harlem. Candidates must be aligned with core theological principles of Redeemer and the Presbyterian Church of America including the Westminster Standards (Confession of Faith, the Larger and Shorter Catechism).
- Excellent communication with strong interpersonal and organizational skills.
- Four-year degree preferred.
- Experience in community engagement and pastoral care.
- Work hours are generally flexible yet must be available for some evenings and weekend meetings, as well as work on Sundays.
- Strong problem-solving and decision-making skills: the ability to deal with demanding and challenging people and adapt to changes and maintain professionalism during crises or any unexpected situations.
- Must be a team player.