REDEEMER
CITY to CITY

Date Posted: October 27. 2021

Position: Part-Time Events Coordinator, Training Ecosystem

Reports to: Administrative Coordinator, NYC

FLSA Status: Non-exempt

Work Hours: Part Time (25 hours/week)

Job Summary:

The Events Coordinator will help the CTC NYC team advance their mission by overseeing all of the logistical arrangements needed to create welcoming, well-structured environments where both online and in-person learning can happen and relationships can be cultivated within the CTC NYC Training Ecosystem. Programs include but are not limited to:

- **Fellows Program** – a one-year training program for future NYC church planters
- **Incubator Collective Program** – a two-year training program to support NYC church planters and pastors (who generally minister bi-vocationally) as they launch or replant new congregations.
- **City Ministry Program (CMP)** - the City Ministry Program is a certificate program to develop ministry leaders seeking practical urban ministry skills.

Responsibilities:
Event Support
- Consult with program staff to determine appropriate logistical support required for programmatic events
- Coordinate various logistical considerations for CTC NYC events. This includes, but is not limited to:
  - Securing venues for training sessions, recruiting events, and other functions;
  - Placing food and beverage orders;
  - Coordinating with A/V service providers;
  - Ensuring timely delivery of materials, resources, and/or other supplies to offsite venues;
  - Providing technical support to facilitators on session dates;
  - Managing onsite logistics, including set-up and tear-down.
- Represent CTC to all vendors, partners and guests in an engaging, professional way

Administration
- Track expenses and ensure that events adhere to established budgets.

- Assist with processing payments to external vendors in a timely manner via billing and expense tracking systems (i.e. Tallie and Bill.com)
- Other administrative duties as assigned

Skills and Experience:

Required
- Strong problem-solving skills, including an ability to adjust plans on the fly as needed
- Keen attention to detail
- Strong collaborator comfortable working in a dynamic environment
- Excellent follow-through and ability to complete tasks independently
- Willingness to take on challenges with a positive attitude
- Excellent written and verbal communication skills
- Cultural agility
- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- Strong grasp of CTC's core values and DNA

Preferred
- Experience working with a variety of venues and vendors in the NYC metro area
- Familiarity with multiple neighborhoods across New York City
- Proficiency in Spanish

Redeemer City to City is a global organization that serves a diverse community. Men, women and members of all ethnic groups are encouraged to apply.

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