

Gotham Coordinator, Redeemer Center for Faith & Work - Job Description

Position: Gotham Coordinator, Redeemer CFW **Department:** CFW

FLSA Status: Non-Exempt **Band:** 5

Work Hours: Part time (24 hours, incl. weekends)

Work Engagement: Temporary

Reports to: CFW Director

Date: September 2020

Summary Role

The Gotham Coordinator of Redeemer's Center for Faith & Work will oversee the implementation of the Gotham Fellowship within the four Redeemer Churches.

Job Description

Meetings

- Attend all weekly Gotham meetings with CFW and pastoral staff
- Communicate key information to respective congregational staff not present
- Participate meaningfully in the meetings with feedback, direction, and input
- Take part in strategy and curriculum development meetings during the summer

TAs & Cohorts

- Attend all weekly Gotham gatherings on Sundays at W83 (2pm to 4:15pm)
- Liaise with W83 staff to ensure weekly cohort spaces are set-up and organized
- Direct cohorts and pastoral staff to the location of their breakout areas
- Coordinate and schedule 1:1s for fellows in each cohort with their pastoral staff
- Support TAs in selection of same-gender prayer partners in each cohort
- Distribute cohort discussion guides to all pastoral staff each week
- Manage submission of all Gotham projects, following up where needed
- Provide timely individual written feedback for all projects
- Support CFW and churches in selection of Gotham alumni as TAs for G22
- Monitor attendance data and work with pastoral staff to address attendance issues

Recruiting & Admissions

- Develop a robust year-long G22 recruiting strategy for each church
- Build an alumni-led recruiting team in each church
- Advertise Gotham through regular church channels (newsletter, social media, etc)
- Recruit one staff member from each church to go through Gotham every year
- Attend, participate, and collaborate with CFW on the Gotham info sessions
- Reach out personally to congregants who might be well suited for Gotham
- Encourage Redeemer staff to reach out to congregants well suited for Gotham
- Film video testimonies by alums to place in each church's respective newsletters
- Include alumni testimonies in each of the church's worship services
- Place photos of new class in church-based newsletters for prayer
- Work with Sunday team to introduce new class (Fall) and commission in service (May)
- Host a Faith + Work Sunday in each congregation which promotes Gotham
- Encourage pastors to advocate for Gotham in sermons and announcements
- Encourage Gotham mentions in community group meetings and in groups

- Solicit elder and pastoral recommendations for Gotham
- Recruit at least 30 G22 applicants per church with an intended cohort of 16-20 diverse fellows (50% men, 50% women)
- Build a 2-3 person admissions team in each congregation to evaluate their applicants (pastors and alums) using the CFW matrix
- Attend the deliberation meetings with all churches to accept/waitlist/deny applicants

Retreats & Saturday Sessions

- Be present for all three retreats (Fall, Winter, Spring) and Saturday sessions
- Partner with CFW on planning and logistics for retreats and Saturday sessions
- Provide on the ground support and coordination during retreats and Saturday sessions
- Schedule TAs for the retreats and Saturday sessions
- Organize and plan post-Saturday session social gatherings for the cohorts
- Facilitate and lead sessions during the retreats and Saturday sessions

Alumni

- Engage church-based alumni in faith and work initiatives
- Recruit support for congregation-specific faith and work initiatives and classes
- Encourage and organize Gotham alums to support future Gotham cohorts

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
- Trained in a robust Reformed understanding of the theology of vocation and culture 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 public speaking and writing abilities, to clearly communicate the vision and practical theology of faith and work
- Experienced skills in GSuite, database