



JOB DESCRIPTION

Date: March 15, 2018

Position: Intensive Project Manager

Reports to: Vice President, Leadership Development

FLSA Status: Non-Exempt

Work Hours: A seasonal position, 15 – 30 hours/week June 15, 2018 – October 15, 2018

Description:

The Project Manager will serve as the project lead to ensure an excellent delivery of City to City's (CTC) International Church Planting Intensive

The International Church Planting Intensive is an 18-day training program held in New York City and hosted by CTC. The Intensive develops church planters through a robust training experience in a concentrated learning cohort.

Training sessions are offered five (5) days a week by CTC trainers, Tim Keller, and local ministry leaders. On Sundays, participants visit different New York City church plants for field experience and interaction with local, urban church planters.

Responsibilities:

Program Design: Work with a small team of CTC trainers and field staff to assemble the curriculum required for delivery of the program. Call meetings with trainer/design team and keep calendar formation on track. The program is already 90% determined, however, does require a point person to ensure that each session or class is included into the program.

Program Deliver: Serve as the point person for the larger CTC team to ensure program is delivered to participants well. Duties include: secure participant housing, interface with participants prior to arrival in NYC so that they have needed information, other logistics, maintenance of schedule, interface with participants as needs arise during training, handle communications internally with CTC team and outside trainers. Maintain and update the online learning platform with teaching materials provided by the trainers and the content department.

Hours:

Will vary throughout the program; initially 10-15 hours/week in the office with a gradual increase in hours as program date approaches to a maximum of 30 hours/week while the International Church Planting Intensive is in session

Experience and Qualifications:

- Project management or program management experience
- Has worked with NYC vendors for programs/events
- Cross-cultural and ministry experience a plus
- Self-starter
- Able to think ahead and implement according
- Relationship-oriented
- Meticulous and detail oriented

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