



DATE: December 10, 2019

POSITION: NYC Administrative Coordinator

REPORTS TO: Vice President, Operations & Programs, NYC

FLSA STATUS: Non-exempt

HOURS: Full Time

SHORT DESCRIPTION

The NYC Administrative Coordinator will provide administrative support to the two Vice Presidents who lead the City to City (CTC) NYC team. Major areas of assistance include: managing email and calendars, internal and external communications, expense reporting and, event/meeting planning. The ideal candidate for this job is resourceful, a good problem solver and organized.

RESPONSIBILITIES

Assistant to VPs of the NYC Team

- Manage calendars for VPs by scheduling appointments, meetings, speaking engagements, etc., and managing travel/conference itineraries
- Receive, route, and respond to phone and email correspondence appropriately
- Track follow-up items from meetings
- Act as the administrative point of contact for both internal and external clients
- Coordinate meetings with various networks and manage participant lists
- Maintain electronic filing system (Google Drive) and ensure documents are accessible when needed by VPs
- Assist VPs with preparation for facilitating meetings and training programs by developing slide decks, printing materials, etc.
- Interface with planters and pastors on behalf of VPs
- Process reimbursements for VPs
- Provide technical support to VPs

Team-wide Support

- Coordinate NYC Team meetings (scheduling/capturing notes & critical next steps)
- Provide support for NYC Programs as needed (e.g. Apprentice, City Lab, etc.)

SKILLS AND EXPERIENCE

- Proven work experience as a Senior Executive Assistant, Executive Administrative Assistant or similar role
- Keen attention to detail
- Strong organizational, project management and problem-solving skills with impeccable ability to prioritize tasks
- Strong collaborator comfortable working in a dynamic environment
- Excellent written and verbal communication skills
- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- Proficiency with Salesforce preferred
- Exercises discretion and confidentiality with sensitive information
- Excellent follow-through
- Cultural agility
- Strong grasp of CTC's core values and DNA

EDUCATION

- Bachelor's Degree preferred

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