



Job Description

Position: Administrative Assistant, Redeemer East Side

Department: Formation Team

Band: 4

FLSA Status: Non-Exempt

Hours worked: Part-time, 5-10 hours per week, generally flexible

Reports to: Missional Discipleship Director

Position Summary

Redeemer East Side exists to see Manhattan's East Side—and the entire city—renewed spiritually, socially, and culturally through a movement of the gospel. In order to see this vision become a reality there is a need for an Administrative Assistant to support the staff and lay leaders of Redeemer East Side by streamlining logistics and executing plans for the Gotham Fellowship, Missional Discipleship, classes, events and other special projects in spiritual formation as needed.

Job Description

- Support Assistant Pastor administratively to maximize ministry and make progress towards Objectives and Key Results
- Support the Community Group System by scheduling meetings between Directors and lay leaders within the church for discipleship and leadership coaching
- Support Formation initiatives by reserving WeWork conference rooms for Gotham Fellowship and providing administrative support for Formation classes and meetings, especially for faith and work initiatives
- Handle administrative details in planning special events for Missional Discipleship Trainings, Men's Social Events, Evangelism, and Prayer.
- Synthesize and categorize discipleship documents on the all-church Google Drive and in the TouchPoint Database making it more organized, up to date, and navigable
- Create timely reports of congregant engagement and participation in spiritual formation offerings
- Create and maintain a system to track congregants serving with Hope For New York Affiliates throughout the year
- Maintain up to date confidential prayer log so that Directors can pray concretely for



Job Description

Elders, Deeks, Staff and Community Group Leaders

- Improve shepherding and warmth of the church by adding photos to congregant database (TouchPoint)
- Work with Missional Discipleship Director to upload receipts and track progress of annual budget spending
- Contribute to the Community Group system through database updates, setting up new groups, scheduling for groups (including updating Zoom requests),
- Facilitate positive user experiences for community members and congregants who register for Formation and East Side retreats through emails, coupons, and refunds
- Contribute to the Community Group system through facilitating leader cards and gifts as needed by directors

Qualifications

- Comfortable with the doctrinal orientation of Redeemer East Side and its core values
- Excellent organizational and interpersonal skills
- Detail-oriented and quick learner
- Proficient in Google Workspace applications, database navigation and online applications