

MISSIONAL CHURCH (TRAINING TEAM) COORDINATOR

DATE: June 2021

POSITION: Coordinator, Missional Church (Training Team)

REPORTS TO: Missional Church Director

FLSA STATUS: Non-Exempt

WORK HOURS: Full-Time, 40 hrs/wk

SHORT DESCRIPTION:

The coordinator will provide programmatic and operational support for the Missional Church team. The coordinator will assist the team in delivering a robust learning experience for all participants. Day to day work will include scheduling, communications, recruitment, budget monitoring, and assisting in planning and running several training tracks.

RESPONSIBILITIES

- Support planning and coordination of training tracks, coaching, and special events
- Event administration and management (including virtual and in person)
- Support and develop the system of recruitment, screening, and acceptance of participants
- Schedule and assist with the recruitment of guest speakers and facilitators
- Provide administrative support to team and guest facilitators
- Gather feedback from participant research; make recommendations for strengthening
- Maintain budget and track expenditures/transactions
- Ensure quality and timely communications to internal and external audiences
- Keep all members of the team up-to-date with relevant program information
- Schedule and organize meetings/events; help maintain agendas and organize notes
- Support Program Directors on program development, content management and additional projects as needed
- Other duties as assigned

SKILLS AND EXPERIENCE:

- Passion for CTC's vision and mission



- At least five years of non-profit program managing experience, preferably in NYC; mercy-justice ministry experience also preferred
- Prior experience as a program coordinator or in project management preferred
- Ability to work with diverse and multi-disciplinary teams
- Provide strong “customer service” for participants and other stakeholders
- Excellent time-management and organizational skills
- Strong written and verbal communications skills
- Highly motivated and a quick learner
- Detail-oriented and efficient
- Proactive problem solver
- Experience with Google Suite of products and Salesforce preferred

EDUCATION

A Bachelor’s degree is required.

BENEFITS

- Medical, dental and vision coverage
- Life insurance
- 401 K with employer match
- Flexible Spending – Medical and Dependent Care
- Commuter Benefits
- Employee Counseling Benefit
- Generous PTO, including the week between Christmas and New Years
- Paid Sick Leave
- Sabbatical Leave - after 7 years

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 a cover letter and resume to Jeanne Stewart, Director, Human Resources hr.jeanne@redeemercitytocity.com.