

JOB DESCRIPTION

DATE:	October 29, 2020
POSITION:	NYC Administrative Coordinator
REPORTS TO:	VP, Programs & Operations
FLSA STATUS:	Non-exempt
WORK HOURS:	Full-Time

DESCRIPTION:

The NYC Administrative Coordinator will provide administrative support to the Vice President of Programs and Operations and the Vice President Church Planting and Leadership Development. This position requires that you are highly organized, can juggle multiple tasks at once, not easily overwhelmed, and comfortable interfacing with all levels of the internal team, outside clients, and vendors in a fast paced environment.

The position also includes ad hoc requests, duties and projects under the direction of and assigned by the VP of Operations and Programs.

RESPONSIBILITIES:

- Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the VP's behalf
- Managing the VP's day-to-day calendar in Google Calendar
- Schedule appointments and manage travel/conference itineraries
- Receive, route, and respond to phone and email correspondence appropriately
- Take notes and track follow-up items from meetings
- Coordinate meetings with various internal and external stakeholders
- Assist with the preparation of presentation materials as needed
- Interface with planters, pastors, and program candidates on behalf of the VP's
- Process reimbursements as needed
- Manage the NYC corporate card

SKILLS AND EXPERIENCE:

- Proven work experience as an Executive Assistant, Executive Administrative Assistant or similar role
- Meticulous attention to detail and accuracy
- Strong organizational, project management and problem-solving skills with impeccable ability to prioritize tasks
- Solid understanding of budgeting, invoicing, expense tracking, and other basic finance-related tasks
- Strong collaborator comfortable working in a dynamic environment
- Comfortable handling financial data
- Excellent written and verbal communication skills
- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- Exercises discretion and confidentiality with sensitive information
- Excellent follow-through and ability to complete tasks independently
- Cultural agility
- Highly motivated; self starter
- Handles situations with poise, understanding, and tact
- Commitment to the mission of City to City NYC

EDUCATION:

- Bachelor's Degree preferred

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