



Redeemer City to City (CTC) is a non-profit organization that prayerfully recruits, trains, coaches, and resources leaders who cultivate gospel movements in global cities primarily through church planting. CTC is based in New York City and works with affiliate and Hub City leaders worldwide." All this is done to help bring the gospel of Jesus Christ to cities. CTC New York City aims to support and catalyze church planters and leaders with the tools and resources they need to develop healthy churches through various training programs.

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.

JOB DESCRIPTION

Job Title: NYC Office and Latino Network Assistant

Reports to: NYC Office Manager

Completion Date: July 1, 2025

Compensation: \$25/hour

Exempt/Non-Exempt: Hourly/Non-Exempt

Full or Part-time: Part-time (25 hours per week)

Team: NYC

Location: NYC

Short Description: Creates a generous, hospitable, and generative environment for the new CTC NYC office and training space on E 91st Street. Assists in event functions for the NY team, including but not limited to receiving guests warmly, resolving issues related to coworking and training spaces, managing food delivery, beverages, and managing event calendars. Supports the execution of NYC Spanish church planting training programs and ecosystem initiatives. Roughly 10–15 hours per week in-person, including some evening hours, is required. Other hours may be worked remotely. This role will require flexibility in supporting both the Latino Network and office hospitality functions. Responsibilities will fluctuate depending on the growing network's needs, program schedules, and office events. Some weeks may require more time spent supporting the Latino Network, while other weeks may focus more on office hospitality and event coordination. This flexibility is key to meeting the dynamic needs of both areas.

Principal Duties and Responsibilities

Office Assistance

- With the Office Manager, execute bookings for all CTC NYC events at e91 and other rented locations.
- Support the Office Manager's work with the CTC NYC team to enhance internal communication, support marketing efforts, maximize participation in our events, and prevent double bookings and overburdened schedules.
- Ensure guests are properly greeted and direct them where they need to go.
- Assist guests with basic tech questions, such as the Wi-Fi password, booking rooms through Roomz or Skedda, and screen sharing for presentations.
- Ensure a hospitable, clean food and beverage experience in the pantry
- Work with the RES Event Team to ensure proper setup and tear down of CTC floors
- Answer, screen, and transfer phone calls to the correct person or department
- Receive, sort, and deliver mail and packages
- Take inventory and order office supplies
- Manage receipts through Tallie
- Cultivate excellent relationships with priority partners and external venue management vendor(s)
- Assist the Office Manager in the use of equipment on the CTC floors
- Take inventory and manage office supplies
- Assist guests during fire drills and emergency events
- Report any building and/or maintenance-related issues to the Office Manager
- Collaborate with other office assistants to execute the responsibilities mentioned above efficiently to maintain smooth office operations.

Latino Network Assistance

- Provide on-site and online logistical support for all NYC Spanish-speaking learning cohorts, training programs, and broader network gatherings.
- Manage food delivery and other hospitality needs for NYC Spanish-speaking learning cohorts, training programs, and broader network gatherings.
- Handle administrative tasks in both English and Spanish.
- Assist facilitators with technical support and troubleshooting.
- Attend weekly meetings as assigned by the manager.

NYC Team

- Keep NYC team members up-to-date with relevant program information
- Participate in weekly team prayer meetings
- Participate in monthly NYC team meetings
- Participate in monthly in RCTC all-staff meetings
- Participate in other team activities as they arise

Reporting Relationships: Job Titles of Direct Reports

None

Competencies Required

Emotional Intelligence	Outgoing Personality	Time Management
Cultural Intelligence	Team Player	Detail Oriented
Interpersonal Savvy	Plans and Aligns	Problem-Solving
Tech Savvy	Effective Communication	Adaptability

Minimum Qualifications

Education/Experience:

- Fluent in both Spanish and English
- Bachelor's degree in business administration, communications, or related field (preferred)
- Previous administrative and events assistance experience (preferred)
- Parachurch or church ministries experience (preferred)
- Fire warden certification (will be provided)

Technical/Software Knowledge:

- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- CRM experience (preferred)
- Venue Management Software (e.g., Skedda, Roomz)

Mission Alignment/Policies:

- Affirms the RCTC Theological Core and Ethics Statement
- Committed to a local Christian church in NYC
- Highly motivated by the mission of church planting and gospel renewal in NYC
- A deep commitment and proven dedication to professional growth, emotional maturity, clear communication through conflict, and professional excellence
- Adherence to RCTC Employee Policies
- Compliance with RCTC Policies regarding Intellectual Property

Physical Requirements List Here:	Ability to lift 20 pounds
Valid Driver's License Required?	No
Travel Required?	No



Satisfactory background check required for all positions.

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To apply, please send a cover letter and resume to Trisha Burgess, Senior Director, Human Resources, at trish.burgess@redeemercitytocity.com.

Completed by:

Name:	Sarah Mills	Position:	NYC Office Manager	Date:	
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Submitted to HR by:

Name:	Matthew Hoskinson	Position:	VP NYC Leadership Development and Operations	Date:	
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