



Date: May 21, 2018

Position: NYC Administrative Coordinator

Reports to: Director, NYC Programs

FLSA Status: Non-exempt

Work Hours: Full-Time

Short Description:

The NYC Administrative Coordinator will provide administrative support to the VP and Director of the CTC NYC team and manage recruitment processes for our NYC programs.

Responsibilities:

Assistant to VP and Director of NYC Team

- Schedule appointments, speaking engagements, etc., and manage 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
- Assist with the preparation of presentation materials as needed
- Maintain electronic filing system (Google Drive) and ensure documents are accessible when needed by VP
- Assist the VP with preparation for teaching NYC training programs
- Interface with planters and pastors on VP's behalf
- Process reimbursements for VP
- Provide technical support to VP

Team-wide Support

- Meeting coordination for NYC Team (scheduling/capturing notes & critical next steps)
- Work with the Manhattan Church Planting Catalyst to execute communication strategies for Manhattan Pastors Gatherings
- Work with the Program Director, Community Engagement to execute communication strategies for Community Engagement trainings
- Provide on-site 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 in Spanish
- 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
- Strong grasp of CTC's core values and DNA
- Bachelor's Degree preferred

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