



## REDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

**Position:** Discipleship Coordinator

**FLSA Status:** Non-Exempt

**Band:** 5

**Department:** NYP CityWide

**Reports to:** Discipleship Project Manager

**Date:** Feb 1, 2017

**Work Hours:** Part-time (20 hours)

### **Position Summary**

Support the Public Discipleship Team in 1) Developing and piloting discipleship resources including online learning materials. 2) Preparing for the launch of a new approach to lay leadership development.

### **Job Description**

#### Public Discipleship Content Development and Launch Support

- Provide support in creating online learning modules built around core Redeemer themes
- Work with Project Manager to develop and implement internal and external communications strategies
- Create and maintain web resources for discipleship
- Assist with logistics and administration for pilot events, stakeholder events, focus groups etc.
- Provide administrative support for Public Discipleship Team
- Other duties as assigned

### **Qualifications**

Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Minimum four-year college degree required. Must be a highly proficient administrator who is detail-oriented. Must also be able to manage multiple projects simultaneously and follow through on details to completion in a timely manner. Must be available on occasional weekends and evenings as needed.

### **Skills & Experiences**

Excellent organizational, communication and interpersonal skills. Proficient in MS Office applications (Word, Excel) and online applications (Google calendar, Facebook). Experience in writing or publishing (Adobe InDesign) a plus.