POSITION: Redeemer City Ministry (RCM) Program Administrator

REPORTS TO: RCM Program Director

SHORT DESCRIPTION:

To support the launch and ongoing operations of the Redeemer City Ministry program, a partnership between Redeemer City to City (CTC) and Reformed Theological Seminary (RTS) to provide advanced theological education in NYC. Provide administrative, logistics, and communication support, interacting with prospective and active students, CTC and RTS staff, and program faculty.

PURPOSE:

To create a seamless and excellent experience for students and faculty of the RCM program.

JOB DESCRIPTION:

Scheduling and logistics: scheduling of classes in rooms, manage all classroom technical requirements, and maintain RCM event calendar

Student services: assist onboarding of students, handle student questions, etc.

Recruiting and registration: address inquiries, connect students with appropriate staff

Internship program: develop roster of participating churches, sustain relationships with churches, connect students to potential internships

Communications: execute the promotion and communication plan with assistance from CTC and RTS staff; includes press releases, website, emails, social, etc.; assist with event/reception planning and logistics

Administrative support: for the Director and faculty of the program (scheduling and travel)

JOB REQUIREMENTS:

Education:

College Degree

Experience:

Experience in event planning and communications a plus

Exposure to the operations of academic and professional offices

Skills:

Detail-oriented

Customer service orientation

Able to take direction and also show initiative

Capable at communications

Other:

Alignment with the mission, vision, values, tone, and brand behind the program

Understanding of the cultures of NYC, academics, and ministry