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 throughout the world." All of 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 City Ministry Program Assistant
Reports to: NYC Office Manager
Completion Date: November 1, 2024
Compensation: $25/hour

Exempt/Non-Exempt: 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, making coffee, and managing event calendars. Also assists in the execution of the City Ministry Program (CMP). Roughly 10–12 hours per week in-person is required, including some evening hours. Other hours may be worked remotely.

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 improve internal communication, support marketing, maximize participation in our events, and prevent double bookings and overburdened schedules
- Greet guests and direct them where they need to go
- Assist guests with basic tech questions, e.g., Wifi password, booking rooms through Roomz or Skedda, screen sharing for presentations
- Ensure a hospitable, clean food and coffee 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 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

City Ministry Program (CMP) Assistance
- Provide on-site and online support for CMP classes
- Manage food delivery and other hospitality requests for the CMP team
- Handle administrative responsibilities assigned by the CMP director
- Assist CMP faculty with tech questions
- Attend weekly CMP team meeting

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 arise

Reporting Relationships: Job Titles of Direct Reports
None

Competencies Required		
Unique for this job	**Unique for this job**	**Unique for this job**
Emotional Intelligence	Outgoing Personality	Time Management
Cultural Intelligence	Team Player	Detail Oriented
Interpersonal Savvy	Plans and Aligns	Problem Solving
Tech Savvy	Effective Communication	

Minimum Qualifications

Education/Experience:
- Bachelor's degree in business administration, communications, or related field (preferred)
- Administrative and events assistance experience (preferred)
- Fire warden certification (will be provided)

Technical/Software Knowledge:
- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- Salesforce (preferred)
- Venue Management Software (e.g., Skedda, Roomz)

Mission Alignment/Policies:
- Belief in the inerrancy of the Holy Bible
- Strongly committed to the mission to bring the Gospel of Jesus Christ to cities
- Alignment with RCTC values
- 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 and Submitted to HR by:					
Name:	Matthew Hoskinson	Position:	VP NYC Leadership Development and Operations	Date:	November 8, 2024