



**Administrative Coordinator
And Executive Assistant to the President
Job Description**

Is This The Place For You?

If you are interested in working hard, bringing life transformation to the homeless and joining a God-fueled missionary community of revolutionaries, New York City Relief might be the place for you. Our growing organization is looking for those who want to be the best at going the lowest, washing the feet of the forgotten in society.

For 25 years, New York City Relief has been bringing hope and help to the homeless, poor and addicted in the New York City metro area through our mobile homeless resource centers known as The Relief Buses. Our mission is to go where the homeless and poor live and die, tangibly loving and journeying with the needy into freedom and life transformation.

Our method as a team is to passionately pursue intimacy with God and each other. We gather weekly for worship, prayer and discipleship as a staff. This allows us to embrace our own brokenness, giving us the humility and confidence to help those trapped in despair on the streets.

Position Overview

Pursue inspiration and direction from God on how to assist the President in making New York City Relief the greatest organization in the world at outreach to the homeless, equipping of volunteers and nurturing of staff, helping all to reach their full potential. Assist President in achieving organizational goals and progressing in strategic plan.

Think for, plan for, anticipate problems and pray for the President.

Make everyone who connects with the President or the organization feel appreciated, and valued. Be the voice of the President, letting the staff and public know they are important during every interaction.

Create positive atmosphere and work environment. Be a problem solver and “can do” person when interacting with President and staff, board, donors and general public.

Create systems and use organizational tools to help President operate efficiently. Innovate to find better ways to coordinate projects and activities.

Support and assist the President in coordinating all of his development and management efforts:

Assist the President in cultivating key partnerships including the Board of Directors, President's Council, major donors, church partners, and ministry partners

Facilitate effective communication from the President and New York City Relief to the staff, the board of directors and the public

Create systems to efficiently follow up with all donor appointments, speaking engagements etc.

Document all donor contacts and correspondence on Donor Perfect database

Assist the President with coordination of special events

Coordinate and facilitate annual board retreat

Coordinate and facilitate quarterly Board of Directors meetings

Coordinate and facilitate President's interaction with NYCR Leadership Team

Manage calendar and scheduling of the President for all meetings, events, speaking engagements, etc.

Manage Board of Directors calendar

Assist President on all special projects

Manage President's emails and phone calls

Help coordinate donor cultivation outreaches on The Relief Bus on first Saturday of every month

Create monthly email update from President to board, president's council, personal email list and NYCR email list

Manage annual volunteer appreciation event

Community

Community is at the heart of our staff, who consider each other as family. We all participate each Tuesday morning for a time of worship, prayer, discipleship, training and business meetings. They are key times of community building, deepening of relationships and accountability that create a culture of interdependence and encouragement.

The theme for our community is “Fighting for each other’s hearts.” Our key verse for this is Hebrews 10:24,25: And let us consider *and* give attentive, continuous care to watching over one another, studying how we may stir up (stimulate and incite) to love *and* helpful deeds *and* noble activities, Not forsaking *or* neglecting to assemble together [as believers], as is the habit of some people, but admonishing (warning, urging, and encouraging) one another, and all the more faithfully as you see the day approaching.

Urban Missionary Fundraising or “Friend Raising”

Almost all team members raise their own support to work at New York City Relief as urban missionaries. Prior to coming on staff, new candidates create a target budget with the help of our team. NYCRCR covers the cost of flight and hotel to attend a two-day missionary fundraising training seminar with Support Raising Solutions: (www.supportraisingsolutions.org/)

After completion of the training, the staff candidate would be expected to implement the new fundraising strategies. New York City Relief provides a staff person to serve as a coach and support during that period. After raising 80% of the target budget, the person would come on board officially as Associate Staff. The new staff member would raise the remaining 20% while serving on staff in the respective position. This has been used successfully with all of our existing staff. Our team enjoys utilizing their fundraising opportunities to spread a heart for the poor to individuals and churches nationwide.

Compensation

New single staff members receive a monthly housing allowance of \$300, or receive housing in a staff apartment. Married staff members or staff members with children receive a monthly housing allowance of \$600.

Blue Cross Blue Shield PPO medical insurance, including dental, is provided for all staff members.

After one year of working with our organization, team members enter regular Staff status and are eligible to receive a monthly stipend of \$1,000.

Schedule

Work schedule for this position is Monday-Friday, 9pm-5pm except for days when participating in The Relief Bus outreach or special events.

Parameters for Relief Bus Staff Consideration

Concerning the following parameters, the applicant must have a proven track record in these areas and be able to show verifiable references. This does not mean that the applicant would have to have a perfect level of achievement, but they should have attained a considerable amount of success in the areas listed below.

1. Godly lifestyle- Is the person living a lifestyle of purity and integrity in accordance to the Bible?
2. Responsibility- Is the person able to follow through?
3. Teamwork- Is the person able to work in harmony as part of a team? Are they able to resolve conflict?
4. Past experience- Has the person done this kind of work before?
5. Leadership capacity- Can the person train, mentor, coordinate, supervise or oversee others?
6. Key needed skills- Does the person have unique skills that are vital to our organization?
7. Problem solving skills- Can the person navigate and overcome challenges or obstacles?
8. Sobriety- Does the person have victory in areas of life controlling addictions?
9. House in order- Is there stability in the management of the family life, marriage and children? Are finances, budgeting and money management in order?
10. Formal education- Is there an ample amount of formal training to perform basic tasks and skills?
11. Support raising agreement- Is the person willing to be trained in fundraising and finally, able to raise enough personal support before and during time of service to sustain his/her personal/family budget?
12. Health- Is the person's physical, mental and emotional health strong enough to work consistently?
13. Spiritual maturity- Is the person actively engaged in a lifestyle of worship, service and intimacy with God?

14. Ability to produce- Is the person able to contribute significantly overall to the organization?
15. Humility- Is the person teachable and able to take direction? Will they trust the decisions made by leadership?
16. Self-starter- Is the person proactive in finding what needs to be done and doing it without being instructed?
17. Calling- Does the person feel a specific call to this organization and does NYCRC leadership confirm this call? Are they willing to enter into a probationary time of service as part of the process?

To submit resume and request application:

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Call: 1-800-736-2773