



### Assistant to Leadership and Ministry Catalyst

<b>Hiring Manager</b>	Roger Bray
<b>Type</b>	Part-Time 16 Hours /4 hours per day (negotiable). Must be able to work flexible hours due to time zones involved.

#### City to City Background

City to City Asia Pacific is a global affiliate of Redeemer City to City, New York. We are a gospel-centred leadership development organization that prayerfully recruits, trains, coaches, and provides resources for church planting leaders. Our hope is for gospel movements to be cultivated in key global mega-cities through church planting

Five values bind together the leaders, churches and networks associated with City to City across the world:

- A commitment to proclaiming and applying the historic **gospel** of the Lord Jesus Christ, as it is found in the Scriptures, to every area of life and ministry.
- A commitment to giving priority to ministry in **cities**.
- A commitment to **contextualized church planting** in urban settings.
- A commitment to **holistic engagement with our cities** through sharing Christ with friends and neighbours, pursuing justice in neighbourhoods and society, and influencing the culture with the gospel through our work.

Anyone applying for this role must seek to embody the values of a gospel-centred DNA as outlined here [Theological Core and Ethics Statement](#).

## Role Specifics

What	Content
Characteristics desired	<p><b>Humble</b></p> <ul style="list-style-type: none"> <li>• Team player</li> <li>• Happy to share credit, emphasize team and define success collectively rather than individually</li> </ul> <p><b>Hungry</b></p> <ul style="list-style-type: none"> <li>• Happy learn more, do more, take on more responsibility.</li> <li>• Self- motivated and diligent</li> <li>• Good at thinking about the next step and the next opportunity</li> <li>• A manageable and sustainable commitment in doing a job well and going above and beyond when it is truly required</li> </ul> <p><b>Smart</b></p> <ul style="list-style-type: none"> <li>• Tend to know what is happening in a group situation and how to deal with others in a most effective way.</li> <li>• Ask good questions, listen to what others are saying and stay engaged in conversations intently</li> <li>• Have good judgement and intuition around the subtleties of group dynamics and the impact of their words or action. Particularly in cross-cultural situations.</li> </ul>
Day in the life	<p>Administration</p> <p>Assist in establishing and managing communication including but not limited to,</p> <ul style="list-style-type: none"> <li>• General emails and e-newsletters</li> <li>• Producing reports and presentations</li> <li>• Ensuring the accuracy of data through proofreading</li> <li>• Organising meetings</li> </ul> <p>Projects</p> <ul style="list-style-type: none"> <li>• Delivery of project management support, particularly in relation to planned training programs, including developing spreadsheets, maintaining contact with participants, and project managing delivery of new training modules with external experts.</li> <li>• Maintaining close contact with the broader team, and an expert panel of pastors, trainers and seminary speakers.</li> </ul> <p>Training</p> <p>Assist in managing training including but not limited to,</p> <ul style="list-style-type: none"> <li>• Registration</li> </ul>

	<ul style="list-style-type: none"> <li>• Organising for the production editing and collation of training packs and material</li> <li>• Evaluation surveys, assessments and certification</li> <li>• Organising and providing technical assistance online zoom meetings</li> <li>• Develop online training materials, including video interviews</li> </ul> <p>Coaching System</p> <p>Assist managing the coaching system including but not limited to,</p> <ul style="list-style-type: none"> <li>• Liaise with Coaching Assistant</li> <li>• Managing databases of coachees and coaches.</li> <li>• Tracking coachees and coaches.</li> <li>• Obtaining feedback from both planters and coaches about their experience of coaching.</li> <li>• Evaluation coaching feedback and providing reports</li> </ul>
Must-have skills	<p>On day one we'll expect you to have</p> <ul style="list-style-type: none"> <li>• The ability to prioritise tasks</li> <li>• Good project management ability, including to manage multiple tasks.</li> <li>• Excellent time management skills</li> <li>• Well-developed organisational skills</li> <li>• Anticipate needs</li> <li>• Be willing to push back</li> <li>• Be master of the calendar</li> <li>• Attend to detail</li> <li>• Have great verbal and written communications skills</li> <li>• Be at ease with online programs and learning new systems</li> <li>• Be at ease with using Apple, Microsoft and Google platforms</li> <li>• Have professional discretion</li> </ul>
What separates the best from the rest	<p>Bonuses you have...</p> <ul style="list-style-type: none"> <li>• Graphic Design skills</li> <li>• Experience with Confluence</li> <li>• Experience with Airtable</li> <li>• Experience with Sales Force</li> <li>• Experience with Prezi</li> <li>• Able to speak a South East Asian Language</li> </ul>
Team culture	<p>Most of your allocated time will be spent in direct contact with the manager. You will be invited to team meetings from time to time. Our meetings are relaxed informal and supportive.</p>
Why this is a great opportunity	<p>The Asia Pacific region contains 2/3rds of the world's population, and its economy. It is diverse. It is growing. It is thirsty for gospel engagement. City to City is present, active and multiplying with God's help in the growing/burgeoning Asia Pacific region.</p>

	<p>City to City is the team who have the competence and the resource to make a difference on the ground for the gospel in the Asia Pacific. This role offers a unique opportunity to make an important contribution to this vision.</p>
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