

## Job Title: Project Lead / Program Coordinator

**Location:** New York City/North Jersey area | Remote & On-site Staten Island

**Position Type:** Full-Time

**Organization:** Urban Hope NYC

**Initiative:** The Jesus Week Movement, Northeast Region

### About Jesus Week Movement:

The Jesus Week Movement is a “Saturation to Transformation” initiative dedicated to promoting the Gospel through community outreach and city transformation. Our mission is to connect churches and ministries in every zip code to saturate neighborhoods and foster sustainable change. We are seeking a motivated and dynamic Project Lead/Program Coordinator to support the development of our infrastructure and execute our missional strategy.

### Job Description:

The Project Lead / Program Coordinator will collaborate closely with the Executive Director to strengthen the infrastructure of the Jesus Week Movement. This role includes:

- **Developing Movement-Building Strategies:** Formulate and implement strategies to engage churches and communities effectively.
- **Communication Strategies:** Create and manage communication plans to keep stakeholders informed and engaged.
- **Event Coordination:** Help organize and participate in key events, such as the Leadership Retreat, regional Kickoff Workshops, and Outreach Preparation Rallies (*Some Saturdays required*)
- **Support for Zip Code Teams:** Provide assistance and resources to Zip Code Teams across NYC, New Jersey, and Philadelphia to ensure their success.
- **Collaboration with Regional Leaders and Pastors:** Work alongside regional leaders and pastors to align efforts and maximize impact.
- **Meeting Facilitation:** Lead regular Zoom meetings to keep regional teams aligned and on track.
- **Support for Summer Outreach Initiatives:** Assist in the planning and execution of outreach initiatives during the summer months.

### Qualifications:

- Bachelor’s degree in Project Management, Community Development, Communications, or a related field.
- Minimum of 5 years of experience in project coordination, program management.
- Preferred background in missional work, along with familiarity with community transformational efforts, and/or missional community transformation.
- Strong organizational and leadership skills, with the ability to manage multiple projects simultaneously.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite, Google Workspace, similar project-based platforms.
- A passion for community transformation and the mission of the Jesus Week Movement.

## What We Offer:

- **Hybrid Work Model:** Flexibility to work both on-site and remotely, allowing for a balanced work-life dynamic.
- **Networking Opportunities:** The chance to build relationships with leaders throughout the Northeast, enhancing both personal and professional growth.
- **Professional Development:** Opportunities for ongoing training and career growth within the organization.
- **Collaborative Environment:** A supportive creative team dedicated to making a meaningful impact in the community.

## How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and passion for community outreach to Jesus Week: [media@jesusweekusa.org](mailto:media@jesusweekusa.org).

*Applications are now being accepted.*