

Job Title: Project Lead / Communications Specialist

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 focused on promoting the Gospel through community outreach and city transformation. Our mission is to unite churches and ministries in every zip code to saturate neighborhoods and foster sustainable change. We are seeking a motivated and dynamic **Project Lead / Communications Specialist** to support the development of our infrastructure and execute our missional strategy.

Job Description:

The **Project Lead / Communications Specialist** will collaborate closely with the Executive Director to strengthen the infrastructure of the Jesus Week Movement. This position involves managing communications, developing movement-building strategies, and coordinating key events to drive community engagement across the Northeast Region.

Key Responsibilities:

- **Communications:** Manage communication plans, help create content for emails, newsletters, and social media to keep regional teams and participants informed and engaged.
- **Movement-Building:** Help develop strategies to engage churches and communities, fostering collaboration and growth within the Jesus Week Movement.
- **Event Coordination:** Assist in organizing key events like the Leadership Retreat, regional Kickoff Workshops, and Outreach Preparation Rallies, with Saturdays required for participation in spring months.
- **Zip Code Teams Support:** Collaborate and lead regular Zoom meetings with regional teams across NYC, New Jersey, and Philadelphia to ensure alignment, track progress, and support ongoing projects.
- **Summer Outreach Support:** Assist in planning and executing outreach initiatives during the summer (June to August), ensuring each region is prepared.

Qualifications:

- Bachelor's degree in Communications, Project Management, or a related field.
- At least 5 years of experience in communications and project coordination/management.
- Strong organizational and leadership skills with the ability to manage multiple projects.
- Proficient in Microsoft Office Suite, Google Workspace, Mailchimp, and similar project management tools.
- Preferred: Experience with graphics/design and basic web management (e.g., Photoshop, WordPress).
- Preferred: Background in missional work or community transformation, with a passion for the mission of the Jesus Week Movement.

What We Offer:

- **Hybrid Work Model:** Flexibility to work both on-site and remotely, offering a balanced work-life dynamic.
- **Networking Opportunities:** Build relationships with leaders throughout the Northeast, enhancing both personal and professional growth.
- **Professional Development:** Access to ongoing training and career development opportunities 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.

Applications are now being accepted.