

SET-UP COORDINATOR

Location: New Birth, Lithonia, Georgia



New Birth Missionary Baptist Church is a vibrant and rapidly growing ministry located in Lithonia, Georgia. Dedicated to spreading the message of Jesus Christ, New Birth focuses on transforming lives through worship, fellowship, and community outreach. The church serves a diverse congregation committed to spiritual growth, social justice, and community service.

Under the dynamic leadership of Senior Pastor Dr. Jamal H. Bryant, New Birth emphasizes innovative worship experiences that blend contemporary and traditional elements, creating an atmosphere that is both spiritually uplifting and culturally relevant. Dr. Bryant's visionary leadership and passionate preaching have invigorated the congregation, fostering a community that is engaged, supportive, and mission focused.

With a rich history and a forward-looking vision, New Birth Missionary Baptist Church stands as a beacon of hope and a catalyst for positive change in the greater Atlanta area and around the world. The church's dedication to fostering a loving, inclusive, and supportive community empowers individuals to live out their faith in meaningful and transformative ways.

Position Overview:

The primary goal of the Set-Up Coordinator is to assist with overseeing all daily management of set-up and breakdown procedures for conference, events, ministry activities and other assigned duties and tasks in a timely manner within the Events Department.

Primary Responsibilities and Tasks:

- Responsible for set-up and breakdown of all scheduled calendar events, which includes the ordering of staging, chairs and needed equipment upon approval
- Walk through of entire facility after services to ensure all items are in their appropriate place as well as clear kiosk of unnecessary paraphernalia
- Responsible for assisting with the development and posting of marquee messages according to the annual event calendar, special services, etc. in a timely manner
- Responsible for handling set—up requests for meeting/event space
- Ensure rooms and meeting space areas are set properly when not in use and lights are off
- Ensure that tables and chairs are working properly in each room as well as maintain inventory of all equipment needed to execute responsibilities
- Responsible for the updating of budget, processing check requests and purchase orders related to this area of service
- Responsible for assisting the Events Director in the booking of available room/event space on an as needed basis
- Assist with developing presentation slides for usage in worship service
- Assist with group tours of the facility

- Assist with the maintaining of supplies for the Usher's Room
- Assist with data entry and answering phone calls as needed
- Assist with the processing of mail and printing request in the Processing Center
- Responsible for formulating a monthly report of assignments and various reports as needed
- Responsible for assisting with executing projects on the events team
- Other duties as assigned

Knowledge, Skills and Experience:

- High School diploma or GED
- Previous knowledge or experience with set-up and breakdown of major events
- Ability to lift, pull, and push up to 75 lbs.
- Computer literate; ability to use Microsoft Office Suite
- Excellent Time Management Skills
- Excellent Coordinating Skills
- Excellent Customer Service Skills

Special Requirements:

Must be able to work in a highly energetic/fast-paced environment. Must have flexibility in working overtime at the discretion of the Senior Director. Some travel may be required.

Work Schedule:

Position includes varying work hours, including evenings, weekends, and holidays are required.

Atlanta, Georgia

Atlanta, Georgia, the capital city of the state, is a vibrant and diverse metropolitan area known for its rich history, cultural significance, and economic development. As a major hub of the Southeastern United States, Atlanta offers a unique blend of Southern charm and modern urban living. The city is home to a diverse population and boasts a thriving arts scene, world-class dining, and numerous attractions such as the Georgia Aquarium, the Atlanta Botanical Garden, and the historic Martin Luther King Jr. National Historical Park.

Atlanta is also a center for higher education, with renowned institutions such as Emory University, Georgia Tech, and Morehouse College contributing to a vibrant academic community. The city's economy is robust and diverse, with key industries including technology, film and television production, finance, and logistics.

With its welcoming community, rich cultural landscape, and dynamic economy, Atlanta is an exciting and fulfilling place to live and work. For those joining New Birth Missionary Baptist Church, Atlanta offers a supportive environment to grow spiritually and professionally while making a meaningful impact in the community.

Part-time (Flexibility required)

Hourly Pay Range: \$12.00 - \$14.00

How to Apply: Submit a Cover Letter + Resume to - JOBS@NEWBIRTH.ORG

Calls will not be accepted