EXECUTIVE ADMINISTRATIVE ASSISTANT (C-Level Experience Required)

New Birth Missionary Baptist Church is a thriving Christian church located in Stonecrest, Georgia. Along with being a dynamic ministry, New Birth is committed to being a powerful force in the community, serving those who are in need and exist beyond the walls of the church. New Birth is actively involved in many service-oriented initiatives that include outreach, pastoral care, programs for children and youth, and Christian education for all ages.

New Birth is looking for an experienced, highly organized, and productive Executive Administrative Assistant to work closely with a Senior Leader to provide department support with event and project management. The role is expected to maintain a culture of excellence. The ideal candidate will bring a personal spiritual connection to the mission of New Birth. This role requires extensive coordination and travel arrangements, communication management, overseeing administrative functions, and thriving in a fast-paced environment.

The Senior Pastor, leadership, staff, and members of New Birth are smart, talented, hardworking individuals who are steeped in a commitment to the church and a Christian life. They strive for excellence in their work, and function in a collaborative, "roll up your sleeves" culture. Candidates who offer the unique blend of professional experience, spiritual commitment, and collegial approach that the role requires are strongly encouraged to apply.

Essential Duties

- Provide comprehensive administrative support to the Senior Leader, including managing calendars, scheduling meetings, and handling correspondence.
- Coordinate complex travel itineraries and accommodations for the Senior Leader, ensuring seamless arrangements and timely updates.
- Serving as the primary point of contact for internal and external communications, screening calls, emails, and mail correspondence.
- Assist in the preparation and organization of meetings, including compiling agendas, distributing materials, and taking minutes as needed.
- Oversee the administrative functions of the Senior Leader's office, including managing phone calls, mail, filing systems, and office supplies.
- Collaborate with other executive assistants and team members to facilitate cross-departmental communication and coordination.
- Maintain confidentiality and discretion in handling sensitive information and matters about the Senior Leader and executive team.
- Proactively identify opportunities to streamline processes, enhance efficiency, and improve overall administrative support functions.
- Handle ad-hoc projects and tasks as assigned by the Senior Leader, demonstrating flexibility and adaptability in managing shifting priorities.
- Accepts other assignments willingly and executes them collaboratively or independently with peers, volunteers, and outside contractors in a positive Christian manner.
- Communicates effectively through various modes of oral, written, and electronic media.
- The omission of specific duties does not exclude them if the work is similar or related. Other duties may be required or assigned.

Education and Experience

Postsecondary training in business administration and/or office machines/management is preferred. An associate or bachelor's degree in business administration, Communication, or related field is preferred.
Proven experience (5 years minimum) as an executive administrative assistant or similar role supporting a C-level executive.

Knowledge, Skills, and Abilities

- Demonstrated ability to maintain professionalism, discretion, and confidentiality at all times.
- Experience in handling travel arrangements and coordinating complex itineraries.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Attention to detail with strong communication and administrative skills.
- Possess the ability to create and lead effective working teams.
- Demonstrate strong interpersonal skills.
- Ability to be creative, highly organized, and effectively manage multiple priorities and assignments.
- Self-started, seeks ways to improve and make systems more efficient.
- Ability to maintain confidentiality and handle financial tasks.
- Preferred experience in a role that involved event or project management.
- Experience with Planning Centre Online or similar church management system/software.
- Experience with Basecamp or similar event/project management system/software.
- Highly developed interpersonal communication (both written and verbal) to provide exceptional care for members, leaders, and volunteers.
- Knowledge of business and management principles involve budget planning, project management, and coordination of people and resources.
- Demonstrated success in the recruitment and leadership of volunteer teams.
- Ability to perform quality, detailed work with an eye for excellence.
- Ability to troubleshoot when complications arise and offer creative and strategic solutions.

Work Environment/Travel

- Flexibility to work occasional evenings and weekends to accommodate the Senior Leader's schedule and urgent business needs. Attendance on Sunday and mid-week services are required.
- Travel is infrequent as directed and authorized by the Senior Leader.

Status: Full-Time Exempt + Benefits + Time Off
Annual Salary Range: $40k to $60k

Those whose qualifications most closely align with our needs will be contacted to move forward in the selection process. Calls will not be accepted.

Submit resume to: JOBS@NEWBIRTH.ORG