

## EXECUTIVE ASSISTANT

### (C-LEVEL EXPERIENCE REQUIRED)

Stonecrest, Georgia



**New Birth Missionary Baptist Church** is a vibrant and rapidly growing ministry located in Stonecrest, 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.

#### Essential Duties

- Regularly receives, refers, and responds to telephone calls to the department in a manner that conforms to the response time requirements established by Church policy and the Senior Leader.
- Regularly transcribes, edits, collates, and files special reports, and ministry expense reports, at the direction of the Senior Leader.
- At the direction of the Senior Leader prepares error-free communication pieces for the department and ministries.
- Establishes and assures the maintenance of an electronic appointment schedule for the Senior Leader. Maintains confidential and safeguarded files which may be quickly accessed.
- Reviews and distributes incoming mail or internal staff correspondence for the Senior Leader in a timely manner commensurate with the **NBMBC** correspondence requirements/ plan.
- Monitors the response time for written correspondence assigned by the Office of the Senior Pastor to assure that responses are timely and prepared in proper correspondence business formats.
- Maintains an ongoing familiarity with the current standards of acceptable business practices relevant to **NBMBC** office and church administration via reference materials and formal training.

- Independently assists the Senior Leader in the preparation and dissemination of official **NBMBC** correspondence, i.e., letters, thank you notes, cards, etc., and frequently composes and edits such documents without the need for assignment by management.
- Recruit, train, and encourage volunteer teams who help with various tasks and projects.
- Assists the Senior Leader and staff in the preparation for external and internal meetings, travel arrangements, receptions, through the use of copy machines, and event planning strategies, and/or collaborates with other Church departments to complete adequate planning.
- 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.
- Assists with calendar requests.
- Assists with preparation for meetings (e.g., sending notifications, preparing agenda, copy handouts, etc.).

### **Education and Experience**

Postsecondary training in business administration and/or office machines/management is preferred. An associate or bachelor's degree is required along with a minimum of 3 to 5 years of experience in a support or executive-level position.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices and techniques, the ability to use up-to-date computer software programs, i.e., Microsoft Word, Excel, Access, and PowerPoint.
- 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 involved in 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 Schedule:**

This is a full-time salaried position requiring around 40 hours a week. Individuals must be flexible in work hours, including occasional evenings and Saturdays, to accommodate the needs of the ministry. Attendance on Sunday and mid-week church services is expected.

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.

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**How to Apply:**

**Submit a Cover Letter + Resume to - [JOBS@NEWBIRTH.ORG](mailto:JOBS@NEWBIRTH.ORG)**

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