

# WOMEN'S MINISTRY PROJECT COORDINATOR



**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.

## **Position Overview:**

The **Women's Ministry Project Coordinator** is an exceptional woman committed to operating in a spirit of excellence by supporting the Executive Pastor with the planning, communication and execution of program monthly meetings and event activations that encourages women to grow deeper in Christ, walk confidently in their identity and live boldly in their Kingdom purpose. This role requires leadership ability and the insight to coordinate projects from conceptualization to completion while working collaboratively with Executive Pastors, ministry leaders, church staff, volunteers, community partnerships and other women.

The Women's Ministry Project Coordinator supports the planning, organization, communication, and execution of programs and events that encourage spiritual growth, fellowship, discipleship, and outreach among women in the church and the community. This role requires the ability to excel as an administrator and organizational skills to complete assigned tasks to meet demanding timelines.

## **Primary Responsibilities and Tasks:**

### **Project & Event Coordination**

- Plan and coordinate with Executive Pastor and team, Women's Ministry events, Bible studies, workshops, and outreach initiatives.
- Manage project timelines, schedules, and task lists to ensure successful execution.
- Coordinate logistics for programs and event setups.
- Monitor the progress of projects assigned and communicate updates to Executive Pastor and team members.

## **Administrative Support**

- Maintain ministry calendars, databases, attendance records, and contact lists.
- Prepare meeting agendas, reports, presentations, and ministry communications.
- Manage event registrations, RSVPs, and follow-up correspondence.
- Assist with budgeting, expense tracking, and invoice processing.

## **Volunteer Coordination**

- Recruit, train, schedule, and support ministry volunteers.
- Serve as a point of contact for ministry team leaders and participants.
- Encourage volunteer engagement and foster teamwork within the ministry.

## **Communication & Outreach**

- Distribute promotional materials, newsletters, emails, and social media updates.
- Coordinate communication between Executive Pastor, ministry leaders and women within the congregation.
- Support outreach efforts that connect women within the church and community.

## **Spiritual & Ministry Support**

- Uphold the mission, values, and vision of the Executive Pastor and Women's Ministry.
- Be an intercessor willing to pray with and encourage ministry participants as appropriate.
- Support discipleship and relationship-building opportunities among women.

## **Qualifications**

- A strong faith in Jesus Christ and alignment with New Birth's mission and beliefs
- Strong organizational and project management skills.
- Excellent written and verbal communication abilities.
- Ability to work well under pressure, manage multiple projects and deadlines simultaneously.
- Experience coordinating events or ministry programs preferred.
- Proficiency with Microsoft Office, Google Workspace, and communication platforms.
- Ability to work collaboratively with staff, volunteers, and church/department leadership.

## **Contract - Schedule: To Be Determined**

## **ATLANTA, GA**

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.

*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.*