

EXECUTIVE ADMINISTRATIVE ASSISTANT

About New Birth

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 be 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 a strong 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 position is ideal for someone who is dependable, people-oriented, flexible, organized, detail-oriented, team-oriented, innovative and energetic. 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 to 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. This is a full-time position. Compensation is based on experience and includes great benefits. Working hours may include Sundays and some evenings.

Essential Duties

- Regularly receives, refers, and responds to telephone calls to the department in a manner which 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 flyers, brochures, announcements and memoranda 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 need for assignment by management.
- Recruit, train and encourage volunteer teams who help with various tasks and projects.

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- Assists the Senior Leader and staff in the preparation for external and internal meetings, travel arrangements, receptions, through 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., send notifications, prepare agenda, copy handouts, etc.).

Education and Experience

Postsecondary training in business administration and/or office machines/management is preferred. An Associates 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, 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-initiating, seeks ways to improve and make systems more efficient.
- Ability to maintain confidentiality and handle financial tasks.
- Preferred experience in a role which 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 Environment/Travel

Travel is infrequent as directed and authorized by the Senior Leader and Management

CALLS WILL NOT BE ACCEPTED.
SEND COVER LETTER, RÉSUMÉ AND SALARY HISTORY TO:
JOBS@NEWBIRTH.ORG