

Eastside Church (UMC) in East Atlanta Village Administrative & Ministerial Assistant

Part-time Administrative and Ministerial Assistant needed. Eastside Church, a vibrant, inclusive church in East Atlanta is seeking a motivated person to join our staff to support administration, communications, project management, event planning and accounting. This individual will manage the church office, lead administrative operations, coordinate volunteers for weekly worship and special events, support church communications, and complete routine financial transactions. Specific job duties are described below:

Administrative Operations and Support (35%)

Key administrative activities will include managing the Pastor's and church's calendars, including working with Church Community Builder software. This individual will manage routine activities to support church operations, producing print materials, managing records, and producing reports (monthly, semi-annual, annual). Administrative duties will also include running the front office through routine activities such as answering phones, responding to email, managing mail, interacting with church staff, committees and congregants, managing vendors and those providing service to the building, ordering supplies, etc.

Volunteer Coordination, Worship Coordination and Event Planning (30%)

Key activities include planning, scheduling and advertising church worship and other activities. She/he will also recruit, train, and coordinate volunteers for worship, fellowship, and special events.

Communications (25%)

Key activities will include creating/managing all aspects of church communications, including online and email notifications, social media engagement, maintaining the church web-site and written communications. Duties will also include communicating with Eastside staff and congregants on a routine basis. She/he will also create and proofread correspondence and other communications materials.

Financial Management (10%)

Office and financial management key duties will include managing reimbursements, bill payment. Manage donor gifts and maintaining related records. She/he will serve as the liaison to the company responsible for payroll activities. This individual will generate budget and financial reports, and oversee and manage space rental and usage.

Additional duties could also include:

- Core Group organizer - recruit and train leaders, organize groups each semester, maintain communication with group leaders.
- Care Team member - monthly report and reach out to drifters, other inputs as needed.

Qualifications include:

- Bachelors degree or equivalent work experience
- Two years of experience in office administration, volunteer coordination, church ministry, and/or event planning
- Strong computer, interpersonal, organizational and writing skills

Please submit resumes to Rev. Timothy Lloyd at tim@eastsideatl.org