



FOLLOW CHRIST. GROW IN COMMUNITY. LOVE OTHERS. BE THE CHURCH.

Marlin D. Harris, Senior Pastor

ADMINISTRATIVE ASSISTANT

Location: Church Campus, 3562 Flat Shoals Rd., Decatur, GA

Reports To: Director of Operations

Supervisory Responsibility: No

Salary Range: Salary to be shared with applicants

Type of Position: Full-time, On-site

About New Life

At New Life Church, we see God's design for the church to be a Christ-led, growing, loving force. We are called to metro Atlanta to be this type of church through action that compels and equips people to become all that God has called them to be. In short: **we are called to transform the world around us by following Christ, growing in community, and loving others.** In other words, to **be the church.**

Purpose of the Position

We are seeking a dedicated and organized Administrative Assistant to join our church office team. The ideal candidate will provide essential administrative support to facilitate the efficient operation of the church office and support our ministry staff. This role involves managing office tasks, assisting with communications, coordinating events, and ensuring a welcoming environment for visitors and members.

Responsibilities:

- Manage and maintain church office operations, including scheduling, correspondence, and record-keeping.
- Assist with administrative tasks such as data entry, filing, copying, and organizing documents.
- Coordinate church events and activities, including scheduling, logistics, and communication with volunteers.
- Assist in the preparation of church publications, bulletins, newsletters, and other communications.
- Respond to inquiries from members, visitors, and the public in a courteous and professional manner.
- Support pastoral staff and ministry leaders with administrative needs as required.
- Maintain church membership records and databases accurately and confidentially.
- Order office supplies and maintain inventory as needed.
- Ensure the cleanliness and organization of the church office space.
- Uphold confidentiality and discretion in handling sensitive information and pastoral matters.

Qualifications:

- High school diploma or equivalent; additional education or training in office administration is a plus.
- Proven experience as an administrative assistant or in a relevant clerical role.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and office management software (e.g., databases, online calendars).
- Excellent organizational and time management skills with the ability to prioritize tasks.
- Strong communication skills, both written and verbal.
- Ability to work independently with minimal supervision and as part of a team.
- A friendly and professional demeanor with a strong commitment to customer service.

 WWW.NEWLIFE-ATL.ORG

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- Understanding of and commitment to the mission and values of the church.

Additional Information:

- This position may require occasional evening and weekend availability for special events or meetings.
- Salary/Benefits: Commensurate with experience and qualifications.