



COMMUNITY HUB COORDINATOR

Overview:

The Community Hub Coordinator (CHC) is the first smile people see and the steady hand behind the scenes. As the bridge between our historic building and our modern digital presence, they will ensure that every person who walks through our doors or visits us online feels at home. This role is the central hub for daily operations, integrating office administration, facilities management, collaborative communication, and executive support. This role works closely with clergy and lay leadership to ensure the smooth functioning of church life in support of worship, mission, and ministry. The ideal CHC thrives in a dynamic environment and seamlessly shifts between administrative tasks, building coordination, pastoral support, and collaboration with community partners and community members. The CHC embodies the United Methodist vision of loving boldly, serving joyfully, and leading courageously!

Key Team Contributions and Responsibilities

- Offer a warm, Christ-centered welcome to all who contact or visit the church, acting as the first point of contact for the Atlanta First community and partners
- Oversee daily office operations
- Provide executive-level administrative support to the Lead Pastor (calendar, correspondence, travel, meetings, and confidential records).
- Maintain organized physical and digital records, including membership and participation data.
- Manage office supplies, equipment, mail, donations, and vendor relationships.
- Coordinate internal communications and maintain the church-wide and liturgical calendar.
- Serve as the primary contact for building use and facility-related needs during office hours.
- Coordinate building use for worship, ministries, weddings, funerals, meetings, and community partners
- Work with vendors and contractors; ensure safety, access, and security protocols are followed.
- Assist with worship planning logistics, sermon preparation materials, and meeting preparation as requested.
- Respond to phone calls and emails with professionalism, care, and sensitivity, connecting people to appropriate ministries and resources.
- Assist with Sunday morning operations, hospitality, and special services throughout the year.
- Support basic financial administration: receiving and recording contributions, posting donations and pledges, assisting with invoices and reports, and helping with year-end and stewardship reporting in coordination with the Treasurer and Finance Committee.
- Assist the Communications and Media Manager with worship bulletins, newsletters, website, social media, and ministry announcements that reflect the church's identity.

Position Expectations

- The Community Hub Coordinator (CHC) is a full-time position, in-person position which reports to the Lead Pastor.
- Location: Downtown Atlanta, GA
- Office Hours are Sunday, 8:00am to 1:00pm; Monday through Thursday, 8:30a - 4:00 pm; Flexibility, evenings and Saturdays are required for scheduled meetings and other church events. Office Hours are subject to change and will be updated in the Employee Handbook.
- The CHC serves in the *worship* area of the organizational structure of ministries.

Qualifications

Required:

- Desire to fulfill the ministry and vision of the church through exceptional operational coordination
- Flexibility and desire to learn
- Strong time management skills and ability to prioritize task and projects
- Attention to detail and ability to meet deadlines consistently
- Proficiency with Microsoft Office Suite, Apple iWork Suite, and/or Google Workspace
- Intermediate to advanced skills in design tools such as Adobe Creative Suite and/or Canva
- Excellent organizational, time-management, and multitasking abilities
- Strong written and verbal communication skills
- Excellent communication and collaboration skills
- Ability to multi-task and prioritize daily workload with flexibility and grace
- Commitment to confidentiality and professional discretion
- Appreciation for and alignment with the theology, mission, and polity of The United Methodist Church.

Preferred:

- Experience in United Methodist, church, or nonprofit administration
- Familiarity with church management software (e.g., Realm, Planning Center, or similar)
- Experience in facilities coordination, operations, hospitality, or customer service

The ideal candidate:

- Works well both independently and collaboratively with clergy and lay leaders
- Embodies warmth, hospitality, and a spirit of Christian service
- Flexibility, adaptability, and a proactive approach to problem-solving
- Commitment to professional discretion and confidentiality
- Is detail-oriented, a proactive problem-solver, and adaptable in a dynamic ministry setting
- Is comfortable learning and using new technology
- Is passionate about supporting the mission and ministries of a United Methodist congregation in downtown Atlanta.
- Loves all of God's people without exception

Qualities

Must possess a servant's heart; the ability to be flexible; excellent organizational and time management skills; high level communication and interpersonal skills; the ability to prioritize tasks; create and master systems; a self-starting spirit and commitment to continued education; high integrity, a sense of discretion and the ability to keep confidentiality; and a commitment to the mission, vision, ministry and values of Atlanta First United Methodist Church.

Atlanta First United Methodist Church

Atlanta First United Methodist Church is a vibrant, historic downtown congregation rooted in the Wesleyan tradition and committed to making disciples of Jesus Christ for the transformation of the world. We are an inclusive, welcoming church that values worship, discipleship, justice, and compassionate service in the heart of Atlanta.

Atlanta First United Methodist Church exists to *Worship* God, *Serve* people, *Grow* together, and *Engage* the city of Atlanta and beyond.

We have a long history of faith, generosity, and sacrifice that has carried Atlanta First through almost 160 years of growth and development. Atlanta First UMC remains committed to the city of Atlanta and the spiritual and tangible needs of all who wish to worship, serve and need to be served. Atlanta First "forms disciples of Jesus Christ who, empowered by the Holy Spirit, **love boldly, serve joyfully, and lead courageously** in local communities and worldwide connections."

At Atlanta First, everyone is welcome!