

Position Description

Administrative Assistant & Ministry Coordinator

Location: Holy Innocents' Episcopal Church, Sandy Springs, GA

Reports to: Parish Administrator & Vicar

Status: Full-Time (40 hours/week)

Salary Range: \$40,000 commensurate with experience and qualifications



Holy Innocents'
EPISCOPAL CHURCH

Position Summary

Holy Innocents is a growing, vibrant Episcopal parish with a deep commitment to hospitality, inclusion, and service. We seek a full-time administrative assistant who is fluent in Spanish and English to help us live more fully into our mission of **building community and nurturing faith across cultures and generations**.

This position is central to the life of the parish — greeting guests, supporting day-to-day operations, and coordinating ministries with our **Spanish-speaking congregation**, Nuestra Señora de Guadalupe, which now worships on Sundays at 1:00 PM. The successful candidate will ensure smooth communication, provide pastoral hospitality, and assist in organizing vital data about our members.

The job also includes responsibility to coordinate and **strengthen the parish's outreach ministries** by partnering with the Outreach Committee to engage volunteers, oversee outreach initiatives, support communications and stewardship, and develop a long-range strategy for transformative community impact.

Key Responsibilities

Hospitality & Administration

- Welcome parishioners and guests with warmth and professionalism at the front office.
- Serve as the first point of contact for phone calls, email inquiries, and weekday visitors.
- Assist with weekly printing, folding, and preparation of bulletins and mailings.
- Provide general administrative support.
- Translate short communications, signage, and ministry announcements as needed.

Ministry Coordination (Spanish-Speaking Congregation)

- Support the part-time priest serving the Spanish-speaking congregation in organizing worship, hospitality, and special events.
- Assist with scheduling lay ministers, volunteers, and catechists.
- Gather information on parishioners for communication and donations.
- Help integrate Spanish-speaking members into the broader life of Holy Innocents through communication and relationship-building.

- Represent the voice and needs of the Spanish-speaking congregation in staff and ministry coordination meetings.
- Help connect the community to social services and opportunities in the area

Outreach Coordination

- Work with the Outreach Committee to plan events that involve the whole parish community in caring for those in need
- Assist with scheduling volunteers and leaders to operate outreach programs
- Gather information on parishioners for communication and donations.
- Develop, with the Outreach Committee, a long-term (5-10 year) project that will significantly improve the lives of those impacted: both volunteers and recipients

Preferred Qualifications

- Fully bilingual: fluent in written and spoken Spanish and English.
- Deep sense of hospitality and cultural sensitivity.
- Prior experience in churches or nonprofit ministry settings preferred.
- Highly organized, attentive to detail, and able to manage multiple projects.
- Comfortable with technology, office software, and database tools (or willingness to learn).
- A collaborative spirit and a heart for ministry.

As Holy Innocents continues to grow in diversity, spirit, and size, the addition of a **Bilingual Administrative Assistant and Ministry Coordinator** is a vital step in supporting our mission and our people. This role is far more than clerical — it is a ministry of welcome, connection, and coordination. From greeting weekday visitors to preparing bulletins for worship, from helping gather accurate membership data to supporting the joyful growth of our Spanish-speaking congregation, this position reflects our core commitments: **radical hospitality, shared leadership, and multicultural inclusion.**

Our partnership with Nuestra Señora de Guadalupe is thriving, and this staff member will serve as a crucial connector between communities: ensuring communication flows smoothly, people feel seen and known, and ministry is carried out with clarity and care. The proposed salary range reflects the value of bilingual skills, nonprofit experience, administrative excellence, and relational ministry. This investment will strengthen our infrastructure as we continue building a church where all belong, all are welcomed, and all are called to serve.

Please submit cover letter and resume by July 15, 2026 to:

The Rev. T. Stewart Lucas, *Vicar*
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