Black Methodist for Church Renewal (BMCR) is the organized Black caucus of The United Methodist Church. It represents and is dedicated to more than 2,100 Black United Methodist congregations and approximately 400,000 African American members across the United States. The caucus represents Black United Methodists across the globe in the general, jurisdictional and annual conferences.

Site Hours: 9:00am – 5:30pm  
Site Days of Operation: Monday-Thursday  
Internship Hours: Based Upon Student Schedule  
Dates Needed: Based Upon Student Schedule  
Site Location: Gammon Theological Seminary  
653 Beckwith Street, Lower Level  
Atlanta, GA 30314

**Internship Duties:**  
The BMCR is looking to engage with our constituents in an efficient and effective manner. We are looking for you to assist with these duties including:

- Management of Constant Contact to send communication to our membership - this will include announcement, emails, newsletters, and other outreach.  
- Input and update for contacts  
- Management of membership pledges, payment reminders  
- Quick Pro invoicing and posting  
- Updates to website (http://www.bmcrumc.org/)  
- Event planning skills (coordinate messaging, shipping, planning, photography).  
- Administrative skills (updating spreadsheets, letters, memorandums)  
- Graphic art and design skills

We are seeking multiple interns who will form our team for constituent outreach. You must be able to work well with others. You should be proficient with Microsoft Office (Word, Excel, PowerPoint). Experience with Constant Contact, Quick Pro is preferred but not mandatory.

Please contact:  
Rev. Rita Howard, M.Div.  
Manager of Programs and Operations, BMCR, Inc  
rhoward@bmcrumc.org  
470-428-2251