



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

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