

ADMINISTRATIVE COMMITTEE/STATED CLERK'S OFFICE  
Presbyterian Church in America (PCA)  
Full-time Position Available

**Meeting Planner Assistant**

The PCA Administrative Committee/Stated Clerk's Office (AC/SC) is a permanent "service committee to the General Assembly and the denomination." As such it oversees the permanent infrastructure for the life and ministry of the church. It provides the essential legal and administrative infrastructure and the necessary support services for the PCA to exist and minister as a connectional church.

**Principal Function:**

The individual filling this position will assist the Meeting Planner and the Assistant to the Stated Clerk. This person will also work on database entry and light bookkeeping, as well as oversee the Pastor Search Process. This person will be tasked with special projects as assigned by the Stated Clerk, the Business Administrator, and the Operations Manager. The Meeting Planner Assistant reports to the Operations Manager.

**General Responsibilities:**

- Assists Meeting Planner with administrative tasks
- Coordinates Pastor Search Process
- Maintains Stated Clerk's websites
- Assists Management with administrative needs including drafting letters, filing, and special projects
- Assists with bookkeeping by entering funds into database
- Performs tasks outside of usual routine duties as exigencies require

**Requirements For This Position:**

- A Christian with a vital relationship with Christ and active in a local PCA or evangelical church
- Familiar with the structure and beliefs of the PCA
- Organizational and administrative experience
- Good interpersonal and communication skills
- Proficient with Office computer software (Word, Excel, Outlook required. Access a plus.)
- Self-motivator presenting professional image
- Able to function well with competing priorities
- Desire for a team ministry of service
- Competent with multi-faceted tasking
- Willingness to travel a few times per year (General Assembly; some Committee meetings)
- Willingness to have flexible hours during Committee meetings.

**Please direct inquiries/resumes to:**

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