

Park Cities Presbyterian Church

Part-time Coordinator (15 hours): Primary purpose and role is coordination and administrative support for Young Adults Ministry (ages 22-35) including global-local missions. Responsibilities include coordinating outreach events, working with Sunday AM Communities connecting young adults to various ministry and community opportunities, coordinating workshops with practical authentic training gatherings, and coordinating serving opportunities and missions opportunities including yearly trip to Japan. Requires gifts/skills of organization, detail-orientation, strong communication (including email consolidation and communication via social media), and budget/expense support. This position has varied office hours and days. Requires a college degree, 3-5 years ministry experience as a staff member or volunteer. Comfortable with web-based applications and HTML emails. Requires social media experience and application both proactively and upon request. Proven competencies of demonstrating initiative, judgement and objectivity, management of resources, and coordinating ministry and project activities. Perform all work to the glory of God. If questions, please email JohnPaul.Schulze@pcpc.org. Please send a resume' to careers@pcpc.org. The full job description can be viewed on our PCPC website at www.jobsatpcpc.org.