



Presbyterian Church in America
FOUNDATION

PART-TIME FILE CLERK

The PCA Foundation, Inc. (PCAF), an agency of the Presbyterian Church in America, has an immediate job opening for a part-time File Clerk.

The File Clerk works under the supervision of the PCAF's Administrative Assistant to ensure the PCAF's filing is current and well organized. The position requires a minimum of eight hours per week, but the required hours may be worked according to a flexible schedule. The File Clerk responsibilities include, but are not limited to:

- File records away in alphabetical or numerical order.
- Retrieve files as necessary.
- Purge old files; create new file folders and labels as needed.
- Special projects as assigned.

Required Qualifications

- A Christian whose life reflects mature spiritual growth and a commitment to ministry, including being active in a local evangelical church.
- Previous filing or administrative assistant experience preferred.
- Attention to detail is a must.
- Strong interpersonal and communication skills, oral and written.
- Highly self-motivated, very organized, and efficient.
- Ability to work well with others in a small-office environment.
- A high degree of integrity and ethical behavior.
- Ability to maintain sensitivity to confidential matters.

Resume with cover letter can be mailed, faxed or emailed to the PCAF office to the attention of:

Mark Bailey, Business Manager
PCA Foundation, Inc.
1700 North Brown Road STE 103
Lawrenceville, GA 30043

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