

**Full-Time Ministry Leader & Discipler for Short-Term Missions (OPEN)**  
**Park Cities Presbyterian Church, Dallas, TX**

– Coordinate PCPC member and staff participation in and discipleship through short-term mission trips and ministry events; assist the Senior Director of Missions & Church Planting (M&CP); heavily interface and collaborate with pastors, lay leaders, staff, volunteers, ministry partners, and missionaries. Recruit, disciple, and oversee training of team leaders/members. Coordinate travel and logistical details/support for short-term mission trips and cultural exchanges. Help establish and develop a vision and process for discipleship within short-term missions from elementary school children through adults. Assist in mobilizing PCPC members. College degree and experience in mission work is preferred. Five years administration/coordination experience and four years of managing projects/events preferably in non-profit environment. Proficient in Microsoft Office, spreadsheets, and presentation software. Basic accounting skills needed. Arena database preferred. Must possess a heart for missions, a calling to serve, and ability to communicate and work well with people from all walks of life, different countries, and/or cultures. Some travel is required; must be able to work 15 to 25 times a year on Sundays. PCPC membership is required. Email cover letter and resume to [careers@pcpc.org](mailto:careers@pcpc.org).