

Part-Time Administrative Assistant to The Foundation (OPEN) – Provide administrative support for The PCPC Foundation and for Pete Deison, Associate Pastor at PCPC. Assist with the planning, coordinating, and implementation of Foundation business, programs, classes, and special events; facilitate timely communication to all involved, assist with financial tasks, and develop and/or assist with printed publications. High-School degree required; some college preferred. Arena database preferred. Must be proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook) and possess solid computer skills. Standard office hours and days; 15 hrs/wk. Email cover letter and resume' to careers@pcpc.org.