

**Park Cities Presbyterian Church
Dallas, TX**

Senior Administrative Assistant to Music & Arts and Chancel Choir: Provide administrative support for the Music & Arts Ministry and the Director of Music & Arts. Serve as “Choir Mom” and provide admin support for the Chancel Choir. Work requires initiative, detail orientation, dedication to accuracy, and multi-tasking. Provide backup for the Coordinator for Music & Arts Ministry, when needed. Able to prioritize among competing responsibilities and demands. High degree of flexibility necessary. Normal office and church environment; standard office hours and days (40 hours/week). This role also requires some non-standard hours in the evening and weekend related to weekly choir rehearsals, concerts and events. These non-standard hours vary significantly based on the season and event requirements. Proficient in Microsoft Office. Proficient in InDesign and Ministry Platform or willing to learn and become proficient. Basic knowledge of musical terminology. PCPC member preferred but not required. College degree preferred. Five years related work experience or equivalent required. To apply, please send your resume to careers@pcpc.org. The full job description may be viewed at www.jobsatpcpc.org.