

**Park Cities Presbyterian Church
Dallas, TX**

Full-time Coordinator for Brent Baker & Youth Ministry: Provide strong administrative and organizational support to the Pastor of Family Ministries and to the Youth Ministry staff (10 – 14 people). Serve others with a keen sense of calling, team mindset, attention to detail, and dedication to accuracy. Strategically coordinate functions necessary to facilitate ministry and outreach within the different departments of the Youth Ministry. Assist with the planning, organization, and oversight of events/trips. Facilitate effective and timely communication both internally and externally. Work with HR during new hire process and training for Residents. Manage credit card reconciliation; monitor Youth budgets and department budget balances; assist in annual budget preparation. Must possess advanced people skills; be proficient in Microsoft Office and multi-tasking. College degree and two to five years of experience working in Youth Ministry or in non-profit organization or equivalent is preferred. Experience with Ministry Platform is a plus, but not required. Standard and non-standard office hours/days; must be available to be reached any time in case of a problem or emergency between Feb - Aug. Email cover letter and resume' to careers@pcpc.org. If questions, please email jamie.tanner@pcpc.org.