



ADMINISTRATIVE COMMITTEE PCA

SJC Administrative Assistant Full-time Position Available

The PCA Administrative Committee is a permanent “service committee to the General Assembly and the denomination.” As such it oversees the permanent infrastructure for the life and ministry of the church. It provides the essential legal and administrative infrastructure and the necessary support services for the PCA to exist and minister as a connectional church.

Principal Function:

The individual filling this position will serve as the primary administrative assistant to the Stated Clerk and the Standing Judicial Commission (SJC). This person will assist the Stated Clerk, Business Administrator, and Assistant to the Stated Clerk with administrative needs. This person will be tasked with special projects as assigned by the Stated Clerk, the Business Administrator, and the Operations Manager. The SJC Administrative Assistant reports to the Operations Manager.

General Responsibilities:

- Maintain SJC files and records, and generate correspondence with SJC members and parties to cases
- Coordinate virtual meeting needs for SJC (conference call and GoTo Meeting)
- Works with Assistant to the Stated Clerk to answer general inquiries from those seeking advice on PCA positions and policies
- Assists Documents Manager with onsite General Assembly reports and internal paper tracking
- Receive and distribute incoming mail and processes incoming checks for deposit
- Assists Management with administrative needs including drafting letters, filing, and special projects
- Performs tasks outside of usual routine duties as exigencies require

Requirements For This Position:

- A Christian with a vital relationship with Christ and active in a local PCA or evangelical church
- Familiar with the structure and beliefs of the PCA
- Organizational and administrative experience
- Good interpersonal and communication skills
- Experienced with Microsoft Office computer software (Word, Excel, Outlook required.)
- Self-motivator presenting professional image
- Able to function well with competing priorities
- Desire for a team ministry of service
- Willingness to travel a few times per year (General Assembly and SJC Meetings)

Please direct inquiries/resumes to:

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