

**1 of 2 PT 20-25 for Coordinator for Missionary Care and Events** – Serve as primary contact for PCPC missionaries. Coordinate details for all ministry needs and aspects of missionary care. Help determine and coordinate financial support for missionaries. Coordinate events for missionaries. Communicate with and mobilize PCPC members and other PCPC ministries to be involved with missionaries. Support Prayer Ministry and serve as liaison for the Missionary Townhouse. College degree and missions experience are preferred. Five years administration/coordination experience and four years of managing projects/events preferably in non-profit environment. Must be highly organized, able to prioritize multiple tasks, and take initiative. Must possess devotion to prayer, passion for missions, and heart for hospitality and ministry to missionaries. Proficient in Microsoft Office (Word, Excel, Publisher) and Zoom. PCPC membership is highly desired. Email resumes to [careers@pcpc.org](mailto:careers@pcpc.org). Full job description can be viewed at <https://careers.pcpc.org>.