

Temp PT 20-25 hour Administrative Support for Missions

Temporarily provide additional administrative support to the Missions and Church Planting Ministry. Support administrative needs including details for all ministry needs and events. Perform other duties as assigned. Must be organized, able to prioritize multiple tasks, and take initiative, proficient in Microsoft office (Word, Excel, Publisher) and Zoom, PCPC membership preferred. Email cover letter and resume to careers@pcpc.org. For full job description, go to <https://careers.pcpc.org>.