

Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title: Executive Assistant to the Executive Director

Date: November 7, 2022

Purpose of Role: The Executive Assistant to the Executive Director is to exercise his or her gifts to the glory of God to support the overall mission of PCPC. Key role in partnering with the Executive Director and Senior Leadership, session, staff, and membership to fulfill God's calling to the vision to Connect to Christ and one other, to Abide in Christ, and Extend Christ to the world.

Alignment with Mission and Vision: The Executive Assistant to the Executive Director will serve as a key member of the leadership team. He/she will perform a core responsibility in the overall planning, implementation, and coordination of PCPC's vision, church-wide initiatives, and operations, resulting in better culture, communications, outcomes, and overall ministry fruitfulness.

Key Job Responsibilities:

Abide in Christ – Maintain growing, dependent relationship with Christ resting in Him to accomplish all He desires and for His glory.

PCPC Mission and Vision – Assist Executive Director in overseeing a wide variety of leadership responsibilities. Support Executive Director and Senior Leadership Team with planning, tracking, and following up on church-wide, long term vision plans and initiatives; take responsibility for follow-up and determine progress; assist with church-wide communication and stewardship of resources; represent Executive Director as needed in meetings and other communication related to vision planning and implementation.

PCPC Session – Serve as session liaison to members and staff on behalf of Executive Director. Assist in overall session administration and preparation for session meetings; utilize BoardEffect for preparing agendas, minutes, and other documentation; oversee room and technology set-up for meetings. Attend session meetings to take minutes as needed. Coordinate Officer Screening Committee and other session-related committees and responsibilities.

Operations – Engage with the leadership and staff members serving in each area of Operations, which includes Human Resources, Finance, Communications, Facilities, Governance, and MinistrySafe. Represent the Executive Director to the Operation Ministries, to staff members, and to church-wide leadership; provide assistance and/or oversight based on direction from the Executive Director. Assist Executive Director with follow-up and implementation of plans and goals.

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Administrative Assistance – Assist with managing Executive Director’s time, coordination of meetings, email communication, expense reports, and managing calendar as needed.

Presbytery (future) – Provide communication and coordination with North Texas Presbytery and PCPC’s pastors and elders. Provide annual reports and session minutes to Presbytery as part of our reporting requirements. Assist with expense reimbursements for elders and pastors attending Presbytery meetings.

Training & Experience – Bachelor’s Degree preferred; proficient understanding of Microsoft Office; seven years related work experience or the equivalent.

Required Skills

- Strong contributor to healthy staff culture
- Engaging and highly relational
- Exceptional administrative, organizational, and execution skills
- Excellent verbal and written communication skills
- Valued and respected team member by all
- Able to be trusted with highly confidential information
- Professional, dependable
- Attention to detail
- Effective ambassador for the Executive Director, Senior Leadership Team, and session
- Flexible and joyful