

Executive Assistant to the Executive Director: Must possess the spiritual gifts, skill sets, knowledge, maturity, discernment, and experience to effectively provide exceptional administrative and organizational support to the Executive Director. Serve as a key member of the leadership team. Plan, track, and follow-up on church-wide, long-term vision plans and initiatives. Assist with church-wide communication and stewardship of resources. Represent the Executive Director to all ministry areas, staff members, church-wide leadership, PCPC membership, and as needed in meetings. Serve as session liaison to members and staff on behalf of Executive Director; attend session meetings and coordinate other session-related committees and responsibilities. Provide assistance and/or oversight based on direction from the Executive Director. Assist with managing the Executive Director's time, coordination of meetings, email communication, expense reports, and managing calendar as needed. Bachelor's Degree preferred with seven years related work experience or the equivalent. Must be proficient in Microsoft Office and possess excellent communication skills. Must be a self-starter, strategic thinker, team builder, and a strong contributor to healthy staff culture. Should be engaging, highly relational, extremely intuitive, decisive, competent, and able to be trusted with highly confidential information. Must possess and exercise wisdom and humility with a joyful heart for ministry. Work requires a project management approach and resourcefulness for simultaneous projects. This is a full-time (40 hrs/wk) onsite non-exempt hourly position at PCPC. Please email cover letter & resume to careers@pcpc.org. The job description will also be available on our PCPC website at <https://careers.pcpc.org>.