

*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 Associate Pastor (Rev. Paul Goebel)
Name: OPEN
Date: January 18, 2023

Purpose of Role – The Executive Assistant to the Associate Pastor 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 Associate Pastor and Senior Leadership, PCPC Staff, and Staff Leadership, as well as PCPC lay leadership 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 Associate Pastor serves as an extension of the Associate Pastor in his character, roles, and responsibilities; assist in the leadership and execution of the mission and vision of PCPC.

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 Vision and Ministry Staff – Assist Associate Pastor in overseeing a wide variety of leadership responsibilities. Support Associate Pastor and Staff Leadership Team with strategic planning, execution, and evaluation of PCPC vision initiatives and ministry goals; assist with communication and stewardship of resources; utilize Leadr to track staff growth and development; represent Associate Pastor as needed in meetings and other communication related to vision planning and implementation.

Meeting Coordination and Management – Assist with managing Associate Pastor's time, coordination of meetings, meeting communication, and managing calendar as needed. Assist in overall administration and preparation for staff leadership and ministry meetings; assist in the preparation of agendas, minutes, and other documentation; oversee room and technology set-up for meetings; regularly attend meetings to take minutes and manage follow-up items as needed.

Preaching and Teaching Ministry Support – Assist with planning, promotion, publication, registration, and scheduling of speakers for Tuesday Morning Men's Bible Study. Provide research assistance for sermons and lessons as needed.

Communication – Represent Associate Pastor in various forms of verbal and written communication including phone calls, emails, and written correspondence. Ensure timely responses to all requests. Create clarity by confirming details ahead of meetings and providing a summary of minutes and tracking next steps after meetings.

Administrative Assistance – Assist with credit card reconciliations and approvals, time off approvals, membership database reports, spreadsheets, planning documents, and managing to-do lists. Serve as liaison between Associate Pastor and staff, membership, lay leaders, etc.

Training & Experience – Bachelor’s Degree preferred; proficient understanding of Microsoft Office; five 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; excellent listening skills
- Strategic thinker with ability to give attention to details and next steps
- Must take initiative and be able to work independently and collaboratively
- Valued and respected team member by all
- Able to be trusted with highly confidential information
- Professional, dependable
- Effective ambassador for the Associate Pastor, Senior Leadership Team, and session
- Flexible and joyful

Additional Information

Department: Servant Leadership

Job Family: Executive Admin

Supervisor: Rev. Paul Goebel, Associate Pastor