

Executive Assistant to the Associate Pastor (Rev. Paul Goebel): Serve in this key role as an extension of the Associate Pastor in his character, roles, and responsibilities. Partner with the Associate Pastor and Senior Leadership Team, PCPC Staff, and Staff Leadership, as well as with PCPC lay leadership to fulfill the vision of PCPC. Assist with strategic planning, execution, and evaluation of PCPC vision initiatives and ministry goals, and assist in overseeing a wide variety of leadership responsibilities. Must possess the spiritual gifts, skill sets, knowledge, maturity, discernment, and experience to effectively provide exceptional administrative and organizational support to the Associate Pastor. Bachelor's Degree preferred; must be proficient in Microsoft Office and possess five years related work experience or the equivalent. Must be able to steward resources well; be a self-starter, strategic thinker, team builder, and a strong contributor to a healthy staff culture. Should possess excellent communication skills, be engaging, highly relational, extremely intuitive, decisive, competent, and able to be trusted with highly confidential information. Must possess a servant's heart; exercise wisdom and humility with a joyful heart for ministry. Work requires a project management approach and resourcefulness for simultaneous projects. PCPC membership is desired. This is a full-time (40 hrs/wk) onsite exempt position at PCPC. Please email cover letter and resume to careers@pcpc.org. The job description will also be available on our PCPC website at <https://careers.pcpc.org>.