

F/T Ministry Safe Specialist: Primary role is to ensure the safety of the children, youth, and vulnerable adults at PCPC through proper MinistrySafe training, timely screening, and thorough vetting of all employees and volunteers who work with children, youth, and vulnerable adults at PCPC. Must understand and be able to articulate the importance of the MinistrySafe program, enforce its requirements within the PCPC culture, and manage the MinistrySafe database with efficiency. Work closely with Human Resources, Payroll, and hiring supervisors to ensure all top applicants are screened and vetted prior to employment; conduct all reference checks required by MinistrySafe. Prepare, monitor, and maintain budget and expenses. Work requires strong organizational skills, initiative, and ability to follow-through in a timely manner. Must be a good manager of resources and able to prioritize responsibilities. College degree preferred. Two to five years of experience in ministry or non-profit organization would be beneficial; experience as a project manager, program coordinator, and/or trainer is preferred. Must be proficient in Microsoft Office. PCPC membership is desired. This is a full-time (40 hrs/wk) hourly non-exempt position. Please email resumes to careers@pcpc.org. The job description will also be available on our PCPC website at <https://careers.pcpc.org>. If you have any questions, please email careers@pcpc.org.