

**The Coordinator for Children's and Family Ministries:** A key role for The Coordinator for Children's and Family Ministries is in partnering with the Senior Director of Family Ministries (SDFM), the Children's Ministry Staff, the PCPC Staff, and with PCPC lay leadership. The Coordinator serves as an extension of the Senior Director of Family Ministries (SDFM) in her character, roles, and responsibilities. He/she will assist in the leadership and execution of the mission and vision of PCPC's Family Ministries. The Coordinator is the strategic point person for all of Children's Ministry resources. The Coordinator will manage the flow of information, requests, and activities as an integral member of the Children's Ministry team. Job responsibilities include coordination and management of meetings, serving as a representative of the SDFM in various forms of verbal and written communication, providing admin and coordination assistance for the SDFM, maintaining data for Children's Ministry in Ministry Platform database, serving as liaison between the SDFM and staff, membership, lay leaders, vendors, etc., assisting Ministry Leaders with tracking of volunteer safety requirements and trainings per Ministry Safe requirements, and assisting with the preparation and monitoring of all Children's Ministry budgets and expenses. Bachelor's degree preferred and five years of related work experience or the equivalent. Must be proficient in Microsoft Office. Exceptional administrative, organizational, and execution skills are essential. Must be a strategic thinker with ability to give attention to details and discern next steps. Must be a team player, take initiative, and be able to work independently and collaboratively. Must exhibit a compassionate heart for the children and families of PCPC. PCPC membership is required. Sunday morning attendance is required with responsibilities in Children's area. This is a full-time (40 hrs/wk) onsite non-exempt hourly position at PCPC that is eligible for overtime. Please email resumes to [careers@pcpc.org](mailto: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](mailto:careers@pcpc.org).