

**P/T Coordinator for Women's Ministry Events & Publicity:** The primary purpose of this job is to facilitate and manage the promotion of all things having to do with Women's Ministries. This position works with every department to coordinate resources and project management for women's events. Must possess excellent people and communication skills; must be able to coordinate, plan, organize, and execute projects and events with ease as a team member. Facilitates workflow, promotion, resources, and volunteers for events. Recruits and develops teams of volunteers to facilitate women's events. 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. Five years of administration or related work experience is required, including project management, ministry coordination, event planning, and promotion. Must be proficient in Microsoft Office; will be required to learn and work in the Ministry Platform Database. PCPC membership is preferred. This is a part-time (25 hours/week) hourly non-exempt position. Please email your cover letter and resume 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).