

PCPC Job Description

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: P/T Administrative Assistant to MinistrySafe (10-15 hrs/wk)

Name: OPEN

Date: September 12, 2023

Purpose of Role

The MinistrySafe Administrative Assistant's primary role is to provide administrative support for PCPC's MinistrySafe system and assist the MinistrySafe Specialist with ministry needs.

Alignment with Mission and Vision

Through proper training, screening, and vetting of all employees and any volunteer working with or around children, youth, or vulnerable adults, PCPC is able to provide a safe environment where the focus of programming can be sharing and instilling the love of Christ and Word of God. The training and information learned through our MinistrySafe program can also be utilized by participants in their personal and professional lives, further protecting children even outside of our midst.

Key Job Responsibilities

- Lend administrative support to the MinistrySafe Specialist and MinistrySafe Ministry in general
- Understand and be able to articulate the importance of the MinistrySafe program
- Conduct timely reference checks for top applicants prior to employment at PCPC, which may include follow-up in timely manner with references
- Assist in uploading completed reference check questionnaires into the MinistrySafe control panel
- Work closely with MinistrySafe Specialist throughout reference check process
- Attend MinistrySafe events and programs, as needed
- Assist the MinistrySafe Specialist with requests from members, visitors, and staff
- Assist in upkeep of current information and records within the MinistrySafe control panel
- Maintain confidentiality and integrity of all matters

Training, Education, and Experience

High School education or above. Works well in Microsoft Office, Word, Adobe, and other similar programs. Able to maintain a big picture perspective while managing smaller details. Willingness to learn Ministry Platform, MinistrySafe database, and other programs and/or proficiencies as needed. Must be available for training and development. PCPC membership is desired.

Competencies and Skills

- Should be able to communicate exceptionally well, both orally and in writing
- Accepts direction and responsibility
- Must be able to work independently and collaboratively
- Must possess and exhibit a servant attitude and positive attitude
- Able to maintain confidentiality

Additional Information

Department: Servant Leadership

Job Family: Administrative Assistant

Supervisor: MinistrySafe Specialist