

P/T Administrative Assistant to MinistrySafe: 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. Receive direction from and work closely with the MinistrySafe Specialist. Conduct reference checks required by MinistrySafe for top employee applicants. Work requires strong organizational skills, initiative, and ability to follow-through in a timely manner. Must be able to work independently and collaboratively. Must possess a servant's heart and positive attitude. Must be able to maintain a big picture perspective while managing smaller details. High School education or above is required. Must possess working knowledge of Microsoft Office, WORD, Adobe, and other similar programs. Willingness to learn Ministry Platform, MinistrySafe database, and other programs and/or proficiencies as needed. PCPC membership is desired. This is a part-time (10-15 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>. Please email questions to careers@pcpc.org.