



**ADMINISTRATIVE
COMMITTEE PCA**

Documents and Polity Specialist

Full-time Position Available

Principal Functions:

The individual filling this position will create and edit the major documents of the Administrative Committee to produce, publish, and distribute these materials to end users. Additionally, the Communications and Document Specialist will generate and/or edit other communications from the Stated Clerk's office including multiple regular reports and mailings. This position reports to the Business Administrator.

Responsibilities:

- Works with the Stated Clerk, Business Administrator, and Operations Manager to ensure that all AC documents and publications are produced with excellence and in a timely manner.
- Edits and writes as needed for the Stated Clerk and the Business Administrator (e.g., Stated Clerk's reports; development documents).
- Oversees production of all AC publications including but not limited to the *Book of Church Order (BCO)*, General Assembly Minutes, and *PCA Yearbook*.
- Directs the document flow of General Assembly in coordination with Operations Manager and Meeting Planner to meet the needs of the Assembly as determined and communicated by the Stated Clerk.
- Interfaces with printers for preparation and flow of publications and documents, determining within budget limits the extent and use of printer assistance in the preparation process.
- Collaborates with presbytery clerks to process General Assembly overtures and BCO votes.
- Assists with presbytery stated clerk training and organization.
- Advises churches and presbyteries on matters of governance and organization.
- Represents the Stated Clerk's Office to churches, presbyteries, and donors.
- Performs tasks outside of usual routine duties as exigencies require.

Requirements For This Position:

- Teaching or Ruling Elder in the PCA
- Desire for a team ministry of service (leading with humility, efficiency, and grace)
- High capacity for detail
- Writing and editing skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Self-motivator presenting a professional image
- Organizational and administrative skills to manage workflow
- Willingness to travel to and manage all the documents produced at General Assembly, and other representative travel as necessary while being based primarily out of the State Clerk's office

Please Direct Inquiries/Resumes To:

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