

P/T Coordinator for MinistrySafe & Staff Support: (1) The primary role in providing support for MinistrySafe 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 based on direction from the MinistrySafe Specialist. Conduct reference checks required by MinistrySafe for top employee applicants. (2) The primary role in providing staff support as a floater is to assist different ministry areas when additional admin/coordinator support is requested through the HR department for special projects, events, and/or during high-volume seasons of time in a ministry area. Based on different assignments, the floater may be asked to manage calendars, schedule appointments, coordinate details with other assistants and/or leadership, work in PCPC databases, send mass emails through Ministry Platform, reconcile PCPC credit cards, track budget expenditures, pay invoices, provide backup coverage for assistants and/or ministry coordinators, handle confidential documents and correspondence, provide project support, assist with event planning and execution, and/or fulfill other administrative duties upon request.

College degree preferred. Three to five years of administration or related work experience is required. Experience with project management and ministry coordination is a plus. Able to maintain a big-picture perspective while managing smaller details is important. Proficiency in Microsoft Office is required. Willingness to learn Ministry Platform, MinistrySafe, Nexonia, eSpace, Adobe, and other databases, apps, programs, and/or proficiencies as needed to fulfill job responsibilities. Strong organizational skills, initiative, and ability to follow-through in a timely manner is necessary. Must be able to work independently and collaboratively. Must possess a servant's heart and positive attitude. PCPC membership is desired.

Please email resumes to 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.