



Part-time Coordinator for MinistrySafe: As part of Servant Leadership (Executive Director's office), provide admin/coordinator support to PCPC's MinistrySafe systems. Position reports to and assists part-time Specialist for MinistrySafe, Heather Squibb. Scope of work includes year round (50 weeks) support for a high volume of both first time and renewal requests, related to 200+ staff (including seasonal) and 500+ volunteers. Objective is for the combined two part-time positions to provide 40 hours a week of coverage to promptly respond within 24 hours to the pace of ministry requests from members, visitors and staff. Position supports proper training, screening, and vetting of all employees and any volunteer working with or around children, youth, or vulnerable adults. PCPC desires to provide a safe environment where the focus of programming can be sharing and instilling the love of Christ and Word of God. Key responsibilities include working closely with Specialist throughout the screening process. This includes timely reference checks, references, and upkeep of current info and records, including uploading documents into the MinistrySafe control panel. College degree preferred. Three years administrative or support position experience, proficiency in Microsoft Office and experience or willingness and aptitude to learn both MP/Ministry Platform database and MinistrySafe platform. Requires professionalism, dependability, and confidentiality. Required to have an engaging and highly relational countenance and possess and exhibit a servant's heart. PCPC membership is desired. This is a regular part-time (15-25 hours a week) non-exempt position (eligible for overtime). Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.