

Ministry Leader of Short-Term Missions – Facilitate and lead the short-term mission efforts by mobilizing and discipling through outreach trips and events. Encourage, recruit, train, and equip members for missional and evangelistic ministry by coordinating short-term mission opportunities under the direction of the Missions' Team leadership, and in coordination with each ministry of PCPC. (Some travel may be required.) Teach, train, mentor, equip, and/or disciple others. Provide staff and/or volunteer leadership and accountability; usually recruit and train volunteers. Collaborate with pastors, lay leaders, and staff. Coordinate all logistics for mission teams and work closely with missionaries. Facilitate team meetings. Coordinate cross-cultural exchange opportunities. Two-year associate degree or equivalent experience is required; four-year degree is preferred. Experience in cross-cultural mission work is required. Established history in mission trips is preferred. Five years of administration coordination and four years of managing projects/events preferably in non-profit environment is preferred. Must be proficient in Microsoft Office. Must possess a heart for extending God's kingdom. Should be extremely intuitive, decisive, and competent in crisis management, able to teach with ease and clarity, and lead with wisdom, maturity, and humility. Must be a self-starter, strategic thinker, and team builder. Must be able to determine and discern next steps with confidence. Excellent communication skills, comfort in cross cultural situations, and the ability to interact with diverse cultures is essential. Work requires a project management approach and resourcefulness for simultaneous projects. PCPC membership is desired. This is a regular full-time (40 hours a week) benefit eligible exempt position; not eligible for overtime. Mix of standard and non-standard office hours and days. Must be able to work 15 to 25 times a year on Sundays. Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.