



Part-Time Administrative Assistant to Children's Ministry – Assist Children's Ministry Leaders with organizing, inventorying, and maintaining supplies in classrooms and supply closets for Sunday morning classes, weekly lessons, and special events of the ministry. Responsibilities also include assisting Children's Ministry Leaders in providing supplies and materials for annual Children's Ministry events; maximizing an effective, efficient, and presentable learning environment for children and volunteers; organizing curriculum closets; collaborating with Ministry Leaders to best utilize resources for activities and events; regularly updating toys and games in Preschool and Elementary classes; gathering and distributing activities and materials for weekly classes, Sunday School, and First Fridays; making copies of worksheets; ordering snacks and supplies; and keeping an updated inventory list for the Children's Team to reference. Must be detail oriented, forecasts and thinks ahead, thrives with lists and keeping things organized. Possesses an interest in and comfort around early childhood development. Must enjoy and work well with a team. High School education or above is required. Basic knowledge of Word and Excel is needed. PCPC membership is preferred.

This is a regular non-exempt hourly part-time position, is approved for up to 15 hours a week, and is eligible for over-time. It is not benefit eligible. Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.