Full-Time Coordinator for Short-Term Missions: Coordinate and oversee all logistics and administration of short-term mission efforts, including planning, scheduling, communication, budgeting, and coordination of mission trips and related events. Help assess, prepare for, and oversee training of team leaders and members to assure that teams are properly trained. Coordinate all logistics for short-term mission teams and work closely with missionaries. Responsibilities include making travel arrangements, establishing, and maintaining schedules, budgets, and insurance coverage for participants, facilitating short-term mission trip information and time sensitive paperwork (CBC forms, health and release forms, etc.), processing cash advances and reconciliations, creating and maintaining mission trip binders, assisting with team meetings, helping to mobilize qualified PCPC members into the missionary development program, and capturing life-changing testimonies for the congregation. Two-year associate's 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. Proficient in Microsoft products. Must possess a heart for extending God's kingdom. Should be extremely intuitive, decisive, and competent in crisis management. Must be able to teach with ease and clarity. Must be a self-starter, strategic thinker, and team builder with excellent communication skills. Must be able to interact with diverse cultures and be comfortable in cross cultural situations. This is a regular full-time (40 hours a week) non-exempt position and is eligible for benefits and overtime; however, the Missions Leadership Team will discuss with qualified applicants what responsibilities a part-time version of this position would entail if an applicant were interested in working 25 hours a week instead of full-time. The position requires a mix of standard and non-standard office hours and days. Must be able to work on Sundays 1 – 2 times a month. May include some travel to ensure that missions trips are planned well. Please email a cover letter and resume to careers@pcpc.org. The job description will soon be available on our PCPC website at https://careers.pcpc.org. If you have any questions, please email careers@pcpc.org.