

**Full-Time Coordinator for Missions / Events & Communication:** The coordinator will extend the Kingdom by supporting the Missions Ministry and the goals for Church Planting to provide resources, financially and relationally, to missionaries and ministry partners. Work with lay leaders and other ministry areas (i.e., Finance & Accounting, Publications, Database, and Facilities), along with individuals and agencies seeking funding, and with the congregation to effectively meet the needs of the ministry. Serve as the primary contact for the Missions Department and provide support through coordination, administration, communication, managing the budget, and planning events. Build and nurture relationships purposefully and thoughtfully contribute to effective team dynamics and teamwork. Provide administrative and coordination support for Missions and Church Planting (M&CP). Coordinate and execute events for Missions, PCPC City Missions, missionaries, luncheons, etc. Assist with Boxes of Blessing. Facilitate missionary communications w/church members and leadership. Mobilize PCPC members. Create and send Missions Monthly Newsletter.

College degree required. Five to eight years of experience is preferred in executive administration and coordination, including oversight of and implementation of projects and events. Proficiency in Microsoft Office 365 is required (Outlook, Excel, WORD); experience in Ministry Platform database preferred. Willingness and ability to learn new software and other digital tools required (i.e., Martus, Nexonia, eSpace, *eselfserve*, etc.).

Must possess a servant's heart with a warm personality and demeanor. Must communicate effectively with kindness, patience, and empathy. Must be able to direct, organize, coordinate, and manage resources for activities, processes, projects, and/or events; keep pastor/supervisor well informed. Demonstrate initiative as a self-starter; help plan and guide projects/events to completion with pastor's oversight. Able to prioritize tasks effectively and follow through to meet deadlines and ministry goals. Must possess exceptional organizational skills and a high standard of excellence in finished products. Must be a strategic thinker with ability to give attention to detail and next steps.

This is a regular full-time (40 hours a week) non-exempt position and is eligible for overtime. PCPC membership is preferred.

Please email cover letter and resume to [careers@pcpc.org](mailto: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](mailto:careers@pcpc.org).