

PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title: Coordinator for Missions – Events & Communication
Name: OPEN
Department: Missions & Church Planting **Job Family:** Coordinator
Date: February 12, 2026 **Supervisor:** Pastor of Missions

This is a regular full-time non-exempt hourly position based on 40 hours a week and is eligible for overtime and benefits.

Purpose of Role

The Coordinator for Missions / Events & Communication is a team player, proactive, resourceful, and solutions focused administrator who seeks to see the Missions Team at PCPC flourish. Must understand that a win for one person on the team is a win for the whole team, and seek to establish, enact, and implement successful systems and processes to make that happen as much as possible. The coordinator thrives in a dynamic environment, flexing between detailed administrative work, relational coordination, and supporting the broader team as needed. Must take ownership of responsibilities, anticipate needs, and look for ways to improve systems and workflows.

Alignment with Mission and Vision

The purpose of the coordinator's role is to 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 the church and lay leaders, other ministry areas (i.e., Finance & Accounting, Publications, Database, and Facilities), with individuals/agencies seeking funding, and the congregation to effectively meet the needs of the ministry.

Major Key Job Responsibilities

- A.** Maintain a growing, dependent relationship with Christ resting in Him to accomplish all He desires and for His glory.
- B. Provide Team Player Support for The Missions Team**
 - Serve as the primary contact for the Missions Department and provide support through coordination, administration, communication, managing the budget, and planning events.
 - Plan specialized events for mission organizations; assist in the coordination of events and meetings for missionaries and ministry partners.
 - Build and nurture relationships with team members, co-workers in other ministry areas, with PCPC members, committee members, staff, volunteers, and others.
 - Purposefully and thoughtfully contribute to effective team dynamics and teamwork.
 - Must provide on-going, timely, efficient, informative, positive communication with the Missions Team, committee members, and others.
 - Assist colleagues at events and on an as-needed basis.
- C. Provide Administrative & Coordination Support for Missions & Church Planting (M&CP)**
 - Collaborate with the Coordinator for Missionary Care and provide support in annual budget preparation, submit funding requests, maintain credit card reconciliations, supervise and keep track of financial requests, prepare PCA report.
 - Provide support for M&CP Committee(s) and Missions Department through preparation, scheduling, coordination, communication, and documentation of committee meetings.
 - Work with the Global Missions Committee.

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- Coordinate and disseminate missionary prayer requests through assembling monthly prayer calendars, gathering prayer requests from all supported missionaries, creating booklets to distribute, scheduling meetings, and working with lay leaders.

D. Coordinate and Execute Events for Missions

- Coordinate and execute events for PCPC City Missions, missionaries, and various other contacts (i.e., Missionary Mailings, Luncheons, and other gatherings while working closely with Coordinator of Missionary Care & Pastor of Missions).
- Assist with Boxes of Blessing with Coordinator for Missionary Care & Pastor of Missions.
- Develop a robust prayer ministry/events for our missionaries.
- Develop additional events to help promote various ministries, missionaries & global workers.

E. Facilitate Missionary Communications with Church Members and Leadership

- Promote communication between missionaries and the congregation (individually and through group events).
- Create and send Missions Monthly Newsletter on a monthly basis.

F. Mobilize PCPC Members

- Encourage members' and ministries' involvement with Missions through events.
- Work with Communications to coordinate publicity for Missions through various events.

Training & Experience

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.). PCPC membership is preferred.

Competencies and Skills

- Must possess a servant's heart with a warm personality and demeanor.
- Must communicate effectively with kindness, patience, and empathy.
- Must be engaging and highly relational.
- Must exercise discernment and always maintain utmost confidentiality.
- Must be a strategic thinker with ability to give attention to detail and next steps.
- Must be able to work independently and collaboratively.
- Must be a team player and work well with leadership, members, staff, committee members, and volunteers.
- Must be able to direct, organize, coordinate, and manage resources for activities, processes, projects, and/or events; keep pastor/supervisor well informed.
- Must possess exceptional organizational skills and a high standard of excellence in finished products.
- 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.
- Able to assess situations and make wise decisions; recognize problems and challenges and elevate to the Pastor of Missions when needed.