



Full-Time Coordinator for Children's Ministry & Elementary Ministry: The coordinator will serve as the primary support and strategic partner to the Director of Children's Ministry (DCM). The role exists to bring clarity, organization, and excellence to a fast-moving, relationally rich ministry. The coordinator must be able to effectively facilitate Elementary programming and manage volunteers, while also coordinating and organizing all Children's Ministry events, programs, and educational components. It is imperative for the coordinator to serve as a trusted right-hand to the DCM. Must be able to anticipate needs, execute plans with care, manage details with discretion, and ensure that people, calendars, communication, and resources align smoothly with ministry priorities. Major responsibilities include providing strategic and administrative support to the DCM, providing ministry coordination and support for the Children's Ministry programs and events, coordinating Children's Ministry communications (i.e., newsletters, web content, graphics, and social media), and providing administrative support for the Elementary Ministry. Coordinator must be able to partner and work with other ministries of the church and provide oversight to the Administrative Assistant to Children's Ministry.

College degree preferred. Three to five years of experience in ministry, nonprofit, or complex team environments is preferred, along with experience in event execution. Must be proficient in Ministry Platform, eSpace, Mailchimp, ProPresenter, and in Microsoft Office 365 or must be willing and able to learn new software and other digital tools with ease. Must be a highly organized, relationally intelligent professional who thrives in a supporting role, without a strong need for independence. Must use sound judgment and follow through with excellence. Must be able to prioritize, manage, and filter a large volume of information and process details accordingly. Must possess strong written and verbal communication skills, along with strong interpersonal and organizational skills. Must be a team player and work well with leadership, members, staff, and volunteers.

This is a regular full-time, non-exempt, hourly, position based on 40 hours a week and is eligible for overtime and benefits. PCPC membership is not required. Mandatory in-office hours are Mondays, Tuesdays, and Wednesdays with a possibility of working off-site the rest of the week. Occasional evenings and weekends are required for special events and ministry programs at the discretion/request of the DCM.

Please email 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.