

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: P/T Coordinator for MinistrySafe and Staff Support
Combined dual role @ 25 hrs/wk; Eligible for paid time off (PTO)
Name: OPEN
Date: January 25, 2024

Purpose of Dual Role

This position has a “dual role” with approximately 10-12 hours a week devoted to fulfilling the Coordinator for MinistrySafe key responsibilities and with approximately 10-12 hours a week dedicated to providing admin/coordinator support (as a floater) as needed to different ministry areas.

P/T Coordinator for MinistrySafe

Primary Role – To provide administrative support for PCPC's MinistrySafe system and assist the MinistrySafe Specialist with ministry needs.

Alignment with Mission and Vision – Through proper training, screening, and vetting of all employees and any volunteer working with or around children, youth, or vulnerable adults, PCPC is able to provide a safe environment where the focus of programming can be sharing and instilling the love of Christ and Word of God. The training and information learned through our MinistrySafe program can also be utilized by participants in their personal and professional lives, further protecting children even outside of our midst.

Key Job Responsibilities

- Lend administrative support to the MinistrySafe Specialist and MinistrySafe Ministry in general
- Understand and be able to articulate the importance of the MinistrySafe program
- Conduct timely reference checks and/or employment verifications for top applicants prior to employment at PCPC, which may include follow-up in a timely manner with references
- Conduct timely reference checks for volunteers prior to serving with or around children, youth, or vulnerable adults at PCPC, which may include follow-up in a timely manner with references
- Assist in uploading various completed documents into the MinistrySafe control panel
- Work closely with MinistrySafe Specialist throughout screening process
- Attend MinistrySafe events and programs, as needed
- Assist the MinistrySafe Specialist with requests from members, visitors, and staff
- Assist in upkeep of current information and records within the MinistrySafe control panel
- Maintain confidentiality and integrity of all matters

P/T Coordinator for Staff Support (Floater)

Primary Role – Along with fulfilling the role of a P/T Coordinator for MinistrySafe, the floater in this dual role will perform various administrative and clerical duties for different ministry departments upon assignment. The primary role is to assist different ministry areas when additional admin/coordinator support is requested through the HR department for special projects, events, and/or during high-volume seasons of time in a ministry area. The floater may also serve as a substitute for a team member for a specific period of time.

Alignment with Mission and Vision – By providing additional admin/coordinator support to different ministry areas, the floater helps the different ministries of the church fulfill their goals and vision.

Key Job Responsibilities

- Work with the different ministries within the church and acquire a comprehensive knowledge of how the ministries work together to fulfill PCPC's mission.

PCPC Job Description

- Provide admin, clerical, and coordinator support to different ministry areas upon receiving an assignment through HR with specific details/tasks, time frame, etc.
- Work with a ministry point person and team members to receive any necessary training and instructions during an assignment.
- Based on different assignments, the floater may be asked to manage calendars, schedule appointments, coordinate details with other assistants and/or leadership, work in PCPC databases, send mass emails through Ministry Platform, reconcile PCPC credit cards, track budget expenditures, pay invoices, provide backup coverage for assistants and/or ministry coordinators, handle confidential documents and correspondence, provide project support and/or assist with event planning and execution, act as gatekeeper when serving pastoral leadership, and fulfill other administrative duties upon request.
- Keep immediate supervisor well informed regarding management of resources and/or problems that arise
- When assisting ministry areas, keep supervisors current on work status
- Elevate project concerns to immediate supervisor
- Organize and coordinate resources for activities, processes, projects, and/or events for a ministry area when providing help to bring assignments to completion

Training, Education, and Experience Required for Dual Role

College degree preferred. Three to five years of administration or related work experience is required. Experience with project management and ministry coordination is a plus. Proficiency in Microsoft Office is required. Able to maintain a big-picture perspective while managing smaller details is important. Willingness to learn Ministry Platform, MinistrySafe, Nexonia, eSpace, and other databases, apps, programs, and/or proficiencies as needed to fulfill job responsibilities. PCPC membership is desired.

Competencies and Skills Required for Dual Role

- Must possess strong admin, coordinator, and interpersonal skills
- Must be professional, dependable, engaging, and highly relational
- Must possess excellent listening skills with ability to hear and offer helpful feedback
- Should be able to communicate exceptionally well, both orally and in writing
- Accept direction and responsibility with a positive attitude
- Must take initiative and be able to work independently and collaboratively
- Must possess and exhibit a servant's heart
- Must be able to maintain confidentiality
- Ability to see issues from multiple perspectives and prioritize tasks and/or actions accordingly

Additional Information

Department: Servant Leadership

Job Family: Coordinator

Supervisors: MinistrySafe Specialist (Heather Squibb) and
Co-Director of HR Culture & Care (Jamie Tanner)