

## 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	Department:	Servant Leadership
Name:	OPEN	Job Family:	Coordinator
Date:	June 28, 2024	Supervisor:	MinistrySafe Specialist

### Purpose of Role

To provide admin/coordinator 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 can 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 non-member 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

### Training, Education, and Experience Required

College degree preferred. Three years of serving in an administrative support role or related work experience is required. Proficiency in Microsoft Office is required. Should be able to work well in WORD, Adobe, and other similar programs. Willingness to learn Ministry Platform, MinistrySafe database, and other programs and/or proficiencies as needed. Must be available for training and development. PCPC membership is desired.

### Competencies and Skills Required for Dual Role

- Must be professional, dependable, engaging, and highly relational
- 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