



Part-Time Coordinator for Children's Registrations & Check-In Events – The P/T Coordinator for Children's Registrations & Check-In Events is responsible for all Children's Ministry childcare event registrations in Ministry Platform (MP), management of children's rooms and groups in MP, and check-in for Children's Ministry in MP. He/she will assist with all MP Database needs for the Children's Ministry, which includes setting up childcare registration in MP for various events and programming throughout the church that require childcare. The person hired for this position will require intensive database training in Ministry Platform, which will be provided by the MP Database Specialist. He/she will form a "partnership with database" while serving on the Children's Ministry staff. He/she will work closely with the Coordinator for Children's Ministry, attend meetings for Children's Ministry, interact and communicate with the Children's Ministry Leaders, be present at many of the children's events, and/or be available to occasionally work on Sunday mornings when needed. Responsibilities also include preparation and programming in MP for Sunday mornings, generating Children's Ministry reports in MP, training Welcome Desk volunteers, and assisting the Ministry Leader of Weekday Childcare in providing registrations and check-ins in MP for all weekday childcare events. College degree preferred. Must work well in Microsoft Office. Experience with Ministry Platform Database is a plus. Must be adept at learning MP and other programs and/or proficiencies as needed. Must be available for training and development with the Ministry Platform Specialist. Must be a team player; able to work independently and collaboratively. Must take initiative. Must possess a servant's heart and exhibit a positive attitude. Able to maintain a big picture perspective while managing smaller details. PCPC membership is preferred. This is a regular non-exempt hourly part-time position, is approved for up to 25 hours a week, and eligible for over-time. It is not benefit eligible. Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.