



**Full-Time Coordinator for Congregational Care:** Serve as the primary contact for the Congregational Care Ministry, supporting the Assistant Pastor of Congregational Care, managing the budget, and coordinating assistance to the team. The key job responsibilities include (1) Assist in scheduling, providing administrative assistance, and facilitating details for Pastor on Call, Wednesday Word & Table, and for the 8:00 am Sunday worship service. (2) Prepare materials; provide thoughtful and caring communication for bereaved individuals through the Grief Support Groups. (3) Serve as the Memorial Service Coordinator and provide organizational support and leadership for the officiating pastor, the Guest Services Team, and for church-wide ministries on the day of a memorial service. (4) Collaborate with the Pastor of Congregational Care to plan, effectively organize, and implement the Annual Care Mini-Conference. Provide administrative support and coordination of details with excellence. (5) Provide administrative support for the Stephen Ministry; recruit, schedule, train, and provide supervision to deliver the best of caregiving to care receivers. (6) Train and serve as back-up for the 60+ Community and Marriage Ministry coordinators.

College degree is preferred. Three to five years of administration and coordination experience including projects and events preferred. Proficiency in Microsoft Office 365 required; experience in Ministry Platform database preferred. Willingness and ability to learn new software and other digital tools required. Must possess a servant's heart with a warm personality and demeanor. Must exercise discernment and always maintain utmost confidentiality. Must be able to direct, organize, coordinate, and manage resources for activities, processes, projects and/or events, and keep pastor/supervisor well informed. Demonstrate initiative as a self-starter; help plan and guide projects/events to completion with pastor's oversight. 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. Hybrid work schedule is a possibility. PCPC membership is required.

Please email cover letter and resume to [careers@pcpc.org](mailto: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](mailto:careers@pcpc.org).