

## Park Cities Presbyterian Church

**Part-Time Administrative Assistant to Women's Ministry** – Provide administrative support for the Women's Ministry and assist the Director of Women's Ministry. Assist with the planning, coordination, logistics, and implementation of programs, special events, and/or Bible studies for Women's Ministry; manage details, organization, and effective communication throughout the processes. Attend Women's Ministry activities to build/nurture relationships. Facilitate emails/communication with participants in Women's Ministry. Provide web page maintenance, plan Women's Ministry social media schedule, and assist in creating graphics/posts accordingly. High-School degree required; some college preferred. PCPC membership required. Arena database preferred, but not required. Must possess proficient computer skills, including advanced knowledge of Microsoft Office (WORD, Power Point, Outlook). Creative eye necessary with basic knowledge and experience in design and layout. Understanding of social media channels including Twitter, Instagram, and Facebook is necessary. Must exhibit a servant's heart at all times and maintain a high level of discretion and integrity. Must discern and guard confidential information. If qualified and would like to apply for this 20 hours a week position, please email cover letter and resume' to [careers@pcpc.org](mailto:careers@pcpc.org).