

First Presbyterian Church of Houston

MINISTRY COORDINATOR

Join our Ministry Team as we serve our congregation and community with compassion, grace, and empathy. We are seeking a candidate with strong administrative and interpersonal skills for this vital role at First Presbyterian Church of Houston.

POSITION SUMMARY

The Ministry Coordinator provides essential administrative support to the Caring and Discipleship Ministries, ensuring efficient organization of resources, management of departmental documentation and budget, and coordination of logistics for events, including memorial services, visitations, and women's and men's discipleship activities. The Ministry Coordinator organizes meetings and supports the Caring and Adult Ministries' pastors utilizing various software tools to enhance workflow and communication with other staff and volunteers.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Administrative support, including the organization and maintenance of essential files and resources and managing calendars and meetings.
- Support and assist in managing the Caring and Adult Ministry budgets.
- Support regular weekly planning meetings with draft documents, management of project timelines, and workload logistics with Pastor of Caring and Pastor of Adult Ministries.
- In collaboration with the pastors, coordinate the overall planning and implementation of memorial services and events.
- Work with the Facilities, Worship, Communications & Media teams, and volunteers to plan and support defined ministry events, using resources wisely and efficiently.
- Other duties as applicable to the position or in the best interests of FPC.

QUALIFICATIONS

Education & Experience

- Bachelor's degree or equivalent.
- Previous experience in an administrative role for a non-profit or small business preferred.
- Excellent interpersonal skills, including experience handling sensitive and stressful situations with diplomacy and confidentiality.

- Strong computer skills and familiarity with current technology, including Adobe Acrobat, MS Office products, and the Google Suite.
- Ability to work on multiple projects at the same time.
- Ability and desire to work effectively as part of a team with other staff, volunteers, and members of the FPC Houston community.

For more information and to submit your application,
please email hr@fpchouston.org.