



JOB OPPORTUNITIES

The Presbyterian Church (U.S.A.) has several openings for which we are seeking qualified candidates looking for a call working at the national level. The positions include:

ADMINISTRATIVE SERVICES GROUP

Language Services Manager

(Global Language Resources, Louisville, KY)

This position manages the planning, design, measurement, assessment, and improvement of the translation, interpreting, and language services for the Presbyterian Church (U.S.A.).

Project Manager I

(President's Office, Louisville, KY)

Responsible for the development of project plans and the coordination of projects within the Administrative Services Group. Project examples include technology upgrades, insurance compliance, financial regulatory compliance, technology assessments, RFP processes, building reconfiguration, HR/Payroll projects.

Accounting Clerk III

(Finance and Accounting, Louisville, KY)

Perform accounting and clerical tasks related to the efficient, accurate and timely processing of accounts payable transactions that conform to company policies, guidelines, internal controls, and OFAC sanctions and banking regulations. Provide excellent customer service to staff and outside vendors in all areas of Accounts Payable responsibilities.

Maintenance Specialist

(Building Services, Louisville, KY)

To assist the Director for Building Services in the day-to-day, efficient operation of building systems. Provide quality service to building occupants. Perform maintenance tasks related to systems furniture installations and repairs. Complete work orders and room set ups. Perform basic plumbing and electrical tasks.



PRESBYTERIAN MISSION AGENCY

Deputy Executive Director

(President/Executive Director's Office, Louisville, KY)

Reporting to the President/Executive Director (ED) of the Presbyterian Mission Agency (PMA), the Deputy Executive Director (DED) will work in close collaboration with the ED to provide strategic leadership, operational management, and communication of the agency's programmatic work. To ensure effective oversight of the Matthew 25 vision, the DED will align senior staff to the redefined strategic priorities, deepen connectivity between the strategic priorities and day to day operations, and build strong partnerships with Administrative Services Group (ASG) leaders regarding finance, accounting and human resources matters.

Associate for YAV Program

(World Mission, Louisville, KY)

Presbyterian Mission Agency's (PMA) call to be a Matthew 25 church includes missional goals designed to accompany the denomination in supporting the development of vital congregations, eradicating poverty, and dismantling structural racism and white supremacy. This includes being in solidarity with the PMA's domestic constituency and international partners in common missional work that enhance the capacity of the global church. The individual filling this position will provide programmatic and administrative leadership to the YAV team including program administration, candidate discernment process, program evaluations, and crisis management, in coordination with the YAV Coordinator, YAV Site Coordinators, World Mission (WM) staff, and/or Presbyterian Mission Agency (PMA) staff. This position is one year term contract working full time 40 hours per week.

Managing Editor for Call to Worship

(Theology, Formation and Evangelism, Louisville, KY)

Provide editorial direction for the Call to Worship publication. For more than fifty years, Call to Worship: Liturgy, Music, Preaching, and the Arts and its precursor publications have sought to advance, interpret, and enliven the theology and practice of Reformed and ecumenical worship. This position is term contract working part time 20 hours per week.

Mission Specialist I, Director's Office

(World Mission, Louisville, KY)

This position provides support for the Director's Office in World Mission to enable the functioning of all administrative and programmatic areas within the ministry area, and serves as a link to other agencies, ministry areas, and ministries of the Presbyterian Mission Agency. On occasion this position will be asked to manage programmatic projects from beginning to completion. This position is term contract for one year working full time 40 hours per week.



**Mission Specialist I (Administrative Specialist), Special Offerings
(Mission Engagement and Support, Louisville, KY)**

Share in the development of new models of fundraising and engagement which foster vital congregations engaged in systemic work to dismantle white supremacy and eradicate poverty. Provide the administrative and organizational support necessary for the Project Managers of the Special Offerings and Giving Catalog team to broaden the platforms, content, and approaches leading to greater participation and dollars for Matthew 25 ministry. This position is term contract for one year working full time 40 hours per week.

**Mission Specialist for Mission Responsibility Through Investment
(Compassion Peace & Justice, Louisville, KY)**

Support the work of the Committee on Mission Responsibility Through Investment and Office of Faith-Based Investing and Corporate Engagement. This position is term contract for one year working full time 40 hours per week.

**Mission Specialist for Domestic Refugee Ministries
(Compassion Peace & Justice, Louisville, KY)**

The position will work under the supervision of the Associate for Refugees and Asylum, working closely with CPJ ministries, the Immigration Issues Office of OGA and Mid Councils to increase networking and peer learning opportunities. This position is term contract for one year working full time 40 hours per week.

OFFICE OF THE GENERAL ASSEMBLY

**Cataloging and Metadata Librarian
(Presbyterian Historical Society, Philadelphia, PA)**

Oversees and performs cataloging and metadata work at PHS and does original cataloging of complex and rare materials; manages and maintains catalog software and liaises with vendors; leads efforts to implement a reparative and inclusive approach to description; contributes to remote reference.

We invite interested candidates to submit their resume and apply online by going to our website at www.pcusa.org/jobs and click "Search for Employment Opportunities".

Presbyterian Church (USA) is committed to being not only an Equal Employment Opportunity Employer as defined by the U.S. government, but with the inclusion of gender identity and sexual orientation as well.

Candidates from Presbyterian communities in the global south and other historic Presbyterian Communities of Color, preferably with theological training and fluency in languages other than English, are encouraged to apply