

PRESBYTERIAN CHURCH (U.S.A.)



THE 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:

Records Manager

(Office of the General Assembly, Louisville, KY)

Administers a cost-effective, legally-based records management program for the national offices of the Presbyterian Church (U.S.A.) that includes all types of records (digital, paper-based, audio-visual) and insures that records of permanent value are transferred to the custody of the Presbyterian Historical Society (PHS) for long term preservation and access. Provides consultation and assistance to national office staff regarding all records management concerns, including best practices for managing email and other digital records, filing of paper-based records, and retention and disposition of records of temporary value. Manages the Records Center located in the Presbyterian Center in Louisville, KY.

Director of Programs and Services

(Presbyterian Historical Society, Philadelphia, PA)

Oversees the archival programs and services at PHS. Works with PHS staff and the PHS Board to develop, plan, implement, and/or manage collection development, archival description, reference, preservation, digitization, and outreach work. Contributes to and assist with PHS communications and fundraising efforts. Builds strong partnerships both within and outside the PC(USA) to support the archival work of PHS.

Archives Technician

(Presbyterian Historical Society, Philadelphia, PA)

Working in person in the Presbyterian Historical Society in Philadelphia, Pennsylvania, scans collection materials and assists with quality assurance and other post-production tasks in order to provide digitized content to patrons and staff; archives websites; assists with metadata creation and editing; assists with reshelving and retrieving materials for patrons."

Project Manager

(Office of the General Assembly, Louisville, KY)

Provides guidance and support to OGA colleagues about their projects and provides oversight from initiation to successful completion of these projects that support the mission and ministry that have been entrusted to the OGA. The Project Manager will coordinate the work of program and administrative assistants in support of project completion.

Regional Liaison for Caribbean

(International Mission, Dominican Republic)

As Regional Liaison for the Caribbean the mission worker will serve as a facilitator of PC(USA) support for partner programs, relationships and activities and as an implementer of regional strategies in Cuba, Dominican Republic, Haiti, and CANACOM. He/she will support PC(USA) mission personnel in communications, information sharing, mentoring/guiding, encouraging and missiological reflection. In addition, he/she will serve as a resource for connection with other ecumenical bodies in the region and information between partner and PC(USA) entities in conjunction with Presbyterian World Mission, including the numerous synod, presbytery and congregational partnerships working within the region.



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SVP General Counsel

(Presbyterian Foundation, Jeffersonville, IN)

This position provides legal counsel and oversight at the executive level on all corporate issues with legal, fiduciary or regulatory implications for the Presbyterian Foundation.

AVP Financial & Investment Planning Professional

(Presbyterian Foundation, Jeffersonville, IN)

This client-facing position has the primary responsibility of maintaining consistent and on-going contact with existing clients of New Covenant Trust Company, N.A. which are primarily Presbyterian constituencies and specified targets of the general public.

Marketing Coordinator

(Presbyterian Foundation, Jeffersonville, IN)

Staff person will support the work of the marketing director and executives on tasks directed at maximizing Presbyterian Foundation efforts while undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities. Additional component of this position includes support functions for the Senior Director for Funds Development for Theological Education.

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.