



# JOB OPPORTUNITIES

## Presbyterian Church (U.S.A)

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

#### **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.

#### **Audio-Visual Technician III**

**(Administrative Services Group, Louisville, KY)**

Presbyterian Church (U.S.A.), is renovating its headquarters building to provide in person and live stream video meeting capabilities. The renovation includes a production studio (with cyc wall) and enhanced conference room technology. The Audio-Visual Technician III will provide management of the production studio facilities and AV for four conference rooms.

# PRESBYTERIAN MISSION AGENCY

## **Project Manager for Digital Fundraising and Interpretation (Special Offerings Management (MES), Louisville, KY)**

Manages tasks related to all phases of preparation, budgeting and production of digital promotional and campaign resources to fundraising for Presbyterian Mission. Nurtures collaborative relationships with constituents, mid councils, and other PC(USA) entities to further understanding of Special Offerings, the Presbyterian Giving Catalog, and other initiatives to support Presbyterian Mission.

## **Mission Specialist II (Presbyterian Disaster Assistance) (Compassion Peace and Justice)**

This position will manage PDA's Hosting ministry and assist with oversight of the National Volunteer program and relationships with Mid Councils.

## **Project Manager II (Executive Director's Office)**

This dynamic position will provide comprehensive executive support in a one-on-one working relationship; organize and coordinate executive outreach – internal and external relations efforts and oversee special projects. The ability to anticipate needs, think critically, creatively, ensure the leader makes the most of their time, to follow-up on assigned duties and tasks happens without the leader having to check, and to offer solutions to problems with a high level of professionalism and confidentiality is a must. **This is a 30-month or longer term-contract career opportunity. The person selected will have the option to be based in Louisville, KY or to work remotely.**

## **Area Coordinator for Africa Office (World Mission, Louisville, KY)**

The Area Office Coordinator serves as an active and integral resource to PC(U.S.A.) global partners, PC(U.S.A.) constituents, and mission personnel engaged in God's mission in Africa. Support and ensure appropriate engagement of the World Mission Strategic Plan, its core values and directional goals. This is carried out through close collaboration with the full World Mission team, which includes and relies on Regional Liaisons and mission personnel, and other PMA ministries.

## **Associate for Vital Congregations (Theology, Formation and Evangelism, Louisville, KY)**

The Associate for Vital Congregations will work in collaboration with the Coordinator and Mission Specialist to represent the Office of Vital Congregations by supporting the work of Mid-Council leaders and churches through the Vital Congregations Initiative and beyond. The Associate will work to carry out the vision and mission of the Office of Vital Congregations, representing the Office in travel and in special events. This position will work towards the continual evaluation and development of the Vital Congregations ministry work.

## **Mission Engagement Associate (Manager, Direct Mail) (Mission Engagement and Support, Louisville, KY)**

Manage comprehensive direct mail program for Presbyterian Mission Agency and work closely with Project Manager for catalog and individual donation.

## **Mission Engagement Advisor (Korean Engagement) (Mission Engagement and Support, Louisville, KY)**

Lead the effort in mission engagement and support specifically for the Korean constituents of the PCUSA. Currently the primary contacts are: Eastern Korean American Presbytery, Midwest Korean American Presbytery, and Atlantic Korean America Presbytery. Directly interpret Presbyterian mission and solicit support for the ministries of the Presbyterian Mission Agency, Presbyterian Church, U.S.A. This includes World Mission, Compassion, Peace and Justice ministries, Racial Equity and Women Intercultural Ministries, and Theology, Formation and Evangelism and any other ministries or programs as assigned. The person must also be familiar with per capita funding.

# PRESBYTERIAN MISSION AGENCY

## **Deputy Executive Director (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.

## **Mission Specialist, 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 is a one-year Term contract position working 40 hours per week.**

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

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. 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.

## **Mission Specialist for Mission Responsibility Through Investment (MRTI) (Compassion Peace and Justice, Louisville, KY)**

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

## **Mission Specialist for Domestic Refugee Ministries (Compassion Peace and 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. Increase support to Mid Councils, their congregations and local coalitions, in their ministries with refugees, asylum seekers and other vulnerable immigrant populations.

# OFFICE OF THE GENERAL ASSEMBLY

## Cataloging and Metadata Librarian (Historical Society, Philadelphia, PA)

Oversees and performs cataloging and metadata work at the Presbyterian Historical Society (PHS); catalogs 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.

## CONFERENCE CENTERS

## Director of Program and Mission at the Ghost Ranch (Ghost Ranch Education and Retreat Center, New Mexico)

This person will design, implement, and evaluate multi-year program offerings that reflect the ranch's commitment to the Education of Church Leaders, the arts, science, social justice, community outreach and diversity, equity, and inclusion. At Ghost Ranch, we are passionate about providing great experiential learning and hospitality to all. If you love people, enjoy engaging with different cultures and sharing your love of learning with others, perhaps this team is right for you. **Please send resumes to [marissab@ghostranch.org](mailto:marissab@ghostranch.org) by 03/15/2022.**

*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.*



