



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 Assistant II (Center for the Repair of Historic Harms)

Presbyterian Mission Agency

<https://joblinkapply.com/joblink/803/Job/Index/646122/>

Provide administrative support and staff coordination for the Center for the Repair of Historic Harms. To support, without close supervision, the day-to-day activities of all areas of the Center for Repair's work, including but not limited to organizing, preparing, and implementing committee actions and/or referrals from the General Assembly, budget monitoring, organization of meetings and gatherings.

Administrative Project Manager (President's Office)

Administrative Services Group

<https://joblinkapply.com/joblink/803/Job/Index/669695/>

The Administrative Project Manager will be responsible, for coordinating project activities, maintaining/updating project schedules, managing assignments, monitoring progress, **communicating** with the project team and ensure all projects meet quality standards and deliver on time and within budget. The Administrative Project Manager will report to the Project Manager and assist with preparing action plans, analyzing risk, and **managing** resources. The person who fills this position will be expected to work in the building with a possibility of moving to hybrid work in the future.

Administrative Project Manager (Center for the Repair of Historic Harms)

Presbyterian Mission Agency

<https://joblinkapply.com/joblink/803/Job/Index/664063/>

Coordinate and manage a variety of administrative and programmatic efforts within the Center for Repair of Historic Harms (started in 2022) and the Office of Innovation (starting in 2023). These new ministries work with a wide variety of constituencies across the church to repair the damage the church has caused in the past and to innovate fresh ways of being church and approaching ministry in partnership with mid-councils, congregations, new worshipping communities and their leaders! This position requires both warmth, hospitality, interpersonal effectiveness as well as efficiency, thoroughness, and making potentially complex processes smooth and accessible.

Assistant for Committee & Administrative Support (Term Contract for 2 years)

Office of the General Assembly

<https://hirebyworkwave.com/Client/JobSummary?JobID=633899>

Support administratively the standing and specials committees of the General Assembly, as well as the Deputy Stated Clerk and the Director of Mid Council Ministries, as they engage in the work they have been called to in support of the God's mission with and for the PC(USA).

Associate for Black/African American Intercultural Congregational Support

Presbyterian Mission Agency

[Job available - immediate employment - Associate for Black/African American Intercultural Congregational Support - Presbyterian Church USA - Presbyterian Church USA \(joblinkapply.com\)](#)

Engage, equip, and connect Black/African American Presbyterian leaders, facilitate the growth of new worshiping communities, and engage in mission, connecting Black/African American congregations and their leaders. In partnership with mid councils and other Presbyterian Mission Agency offices, nurture strong and growing churches and empower African American leaders in the church. Be a voice for African American Presbyterians in the larger church, articulating racial and intersectional justice concerns.

Associate for Finance & Operations

Investment and Loan Program

<https://joblinkapply.com/joblink/803/Job/Index/650431/>

Provide support services for bookkeeping, banking, finance, and operations for the Presbyterian Investment and Loan Program.

Associate for Missional Equipping (Theology, Formation & Evangelism)

Presbyterian Mission Agency

<https://joblinkapply.com/joblink/803/Job/Index/664094/>

Support the denomination's work of engaging the world outside our doors and strengthening those who assemble within by forming cohort-based learning experiences that build the capacity to pursue the Matthew 25 goals and participate in Hands and Feet Initiatives.

Executive Assistant for Stated Clerk Support

(Office of the General Assembly)

<https://hirebyworkwave.com/Client/JobSummary?JobID=659773>

Coordinates the day-to-day travel, correspondence, and visitors meeting with the Stated Clerk of the General Assembly. Coordinates meetings of the Committee on the Office of the General Assembly. Coordinates with other entities of the General Assembly on the transmittal of General Assembly letters.

Manager of General Assembly Business

Office of the General Assembly

<https://hirebyworkwave.com/Client/JobSummary?JobID=661085>

The Manager, on behalf of the Stated Clerk, receives and process all business coming before the meetings of the General Assembly.

Ministry Engagement Advisor – At Large

Administrative Services Group

<https://joblinkapply.com/joblink/803/Job/Index/670513/>

Work closes with the Director of Mission Engagement and Support (MES), the Ministry Engagement Advisor team, and the Associate Director of Special Offerings on the overall MES strategy. Focus in focused ways on major gifts, grants and legacy giving. Lead the effort in engagement and support in a specific geographic area of the U.S, to be determined. Directly solicit support for the ministries of the Presbyterian Mission Agency, Presbyterian Church (U.S.A.), and the Office of the General Assembly, Presbyterian Church (U.S.A.) Promote and interpret Matthew 25 as they relate to the directional goals of the Presbyterian Mission Agency. Promote and interpret the work and priorities of the Office of the General Assembly, including interpretation of per capita. Increase knowledge and engagement in the mission of the Presbyterian Church (U.S.A.) Increase confidence in the Presbyterian Mission Agency and the Office of the General Assembly. Solicit gifts in support of the Presbyterian Mission Agency and Office of the General Assembly from congregations and individuals. (There may be occasions when there will be an opportunity to solicit funds from mid-councils and private foundations.)

Mission Associate for Financial Aid (Theology, Formation & Evangelism)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=667383>

Leads student loan repayment education and action initiatives. Develops discernment of vocation and student engagement opportunities consistent with Presbyterian Church (U.S.A.) mission priorities. Manages grant and scholarship programs.

Mission Specialist for Committee Support (Office of Faith-Based Investing & Corp Engagement)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=621278>

Support the work of the advisory and advocacy committees and the Committee on Mission Responsibility Through Investment, Office of Faith-Based Investing and Corporate Engagement, and the Deputy Executive Director for Mission Program.

President and Chief Executive Officer

Investment and Loan Program

<https://joblinkapply.com/joblink/803/Job/Index/670564/>

The President and Chief Executive Officer provides leadership and strategic direction for all aspects of PILP, within the policies established by the Board of Directors and within the framework of applicable laws and regulations. PILP is a nonprofit, tax-exempt organization that operates an investment and loan program for Presbyterian Church (U.S.A.) (“PCUSA”) churches and related organization. This position unites a heart for mission and service with the skills of leadership and banking to create a unique opportunity to impact the mission and ministry of PCUSA churches and related ministries across the country. The President and Chief Executive Officer leads a staff responsible for the effective stewardship and growth of an organization with significant opportunity to impact the living church. To be eligible for the position of Executive Director, a

candidate must be an ordained deacon, ruling elder or teaching elder (clergy) of the Presbyterian Church (U.S.A.). The President of PILP is elected to serve a four-year term subject to confirmation by the General Assembly.

Project Coordinator for Christian Parenting Initiative
Presbyterian Mission Agency

<https://joblinkapply.com/joblink/803/Job/Index/671533/>

This position will support the Christian Parenting Initiative grant that the Presbyterian Mission Agency has received. The position will be the project lead for the congregational cohorts and training components of the initiative while working closely with the team on the full initiative. This is a 4-year term contract position. The person who fills the role can work from a remote location or at the headquarters location in Louisville, KY

Communications Specialist
Presbyterian Association of Musicians

<https://joblinkapply.com/joblink/803/Job/Index/671929/>

To develop and manage communications strategy for the Presbyterian Association of Musicians online and in print; position PAM as the primary voice within the PC(USA) speaking on worship, liturgy, and music; manage online network and offerings through regular updates and by curating a diversity of voices; support success of regional and national events through print collateral, online publicity, and social media.

Customer Service Representative (Call Center)
Presbyterian Foundation

<https://hirebyworkwave.com/Client/JobSummary?JobID=665015>

As a Customer Service Representative, you will be the first point of contact for our valued customers, providing exceptional service and resolving inquiries or concerns. Your role will be essential in maintaining customer satisfaction and building strong relationships with our clientele.

Investment Analyst
Presbyterian Foundation

<https://joblinkapply.com/joblink/803/Job/Index/667874/>

Assist the Director of Investments with all phases of portfolio management, with an emphasis on communicating investment topics to clients and prospective clients through written analysis and verbal communication. Other functions include entering securities trades, monitoring security positions, monitoring asset allocations, gathering economic and capital markets information (both equity and fixed income data), participate in asset allocation strategy development, monitor and initiate asset allocation rebalancing, strategic and tactical asset allocation changes, monitoring asset class, sub-asset classes, and securities.

Apply online at www.pcusa.org/careers

Our faith in God inspires our commitment to the values of diversity, equity, inclusion, and belonging and is grounded in scripture, the Constitution of the Presbyterian Church (U.S.A.), and actions of the General Assembly of the Presbyterian Church (U.S.A.).

Presbyterian Church (U.S.A.) 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.