



J O B O P P O R T U N I T I E S

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

Research Associate I

(Research Services, Louisville, KY) Help the PC(USA) and others make data-informed decisions through the use of data science, consulting, and research (especially quantitative) and work with senior researchers to lead, consult, or work on projects.

Senior Translator – Spanish

Oversees English<>Spanish translation and transcreation projects of the Presbyterian Church (U.S.A.) as part of the Global Language Resources (GLR) team. Translates, edits, proofreads and performs related linguistic tasks for essential Church documents from English to Spanish and vice versa, ensuring accuracy of the translation and cultural sensitivity. Accountable for all GLR translation output in the relevant language pair.

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.

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. The person selected to fill this position will have the option to be based in the Africa region, at our national offices in Louisville, KY, or at an approved remote work location.

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.

**Director, Center for Repair of Historical Harms
(Presbyterian Mission Agency, Louisville, KY)**

To enact the ministry of Jesus Christ by building and developing the Center for Repair of Historical Harms of the PC(USA) in collaboration with our sister national agencies, mid-councils, and congregations (hereafter referred to as *The Center for Repair*). Through the Center for the Repair, the Presbyterian Mission Agency hopes to initiate a denomination-wide effort to inspire repair and reconciliation both within and beyond the Presbyterian Church (U.S.A.).

**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.

**Multimedia Producer
(Communications, Louisville, KY)**

Develop and produce multimedia assets to promote, engage and communicate stories and initiatives throughout the Presbyterian Mission Agency.

OFFICE OF THE GENERAL ASSEMBLY

**Archives Technician
(Historical Society, Philadelphia, PA)**

Scans collection materials and assists with quality assurance and other post-production tasks to provide digitized content to patrons and staff; assists with metadata creation and editing; reshelves and retrieves collection materials for patrons.

**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.

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.

