



## 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:

#### ***Processing Archivist***

***(Presbyterian Historical Society, Philadelphia, PA)***

Processes archival collections; assists with collection development including conducting oral histories; oversees preservation activities including environmental monitoring and contributes to disaster planning; contributes to PHS communications; and provides remote reference services.

#### ***CLC Call Process Consultant***

***(Office of the General Assembly, Louisville, KY)***

To support users involved in the call process as candidates or as calling organizations through consultations, trainings, communications, and assistance, and through the management of the Church Leadership Connection (CLC) online system, so that leaders and organizations can connect and discern their mutual calls to mission and ministry in an open and equitable way.

#### ***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.

#### ***Administrative Specialist for Special Offerings***

***(Presbyterian Mission Agency, 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.

We invite interested candidates to submit their resume and apply online by going to our website at [www.pcusa.org/jobs](http://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.