



# 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:

### **Vice President of Publishing**

(Presbyterian Publishing Corporation)

As a member of the executive staff of PPC, the Vice President of Publishing works in partnership with the President and Publisher and the Editor-in-Chief to define a strategic vision for the acquisition of high-quality books for the three main segments of WJK's market: academic, clergy/professional, and general reader. The VP oversees an editorial team that carries out list development and acquisitions as well as a production department that takes books and curriculum from manuscript to completed project. The ideal candidate will have both editorial acumen and business sensibilities, along with experience with the religious, academic, or trade book markets. In addition to being the public face of the WJK program, the Vice President of Publishing will represent the Press at conferences and meetings related to the Presbyterian Church (U.S.A.).

### **Research Analyst II**

(Administrative Services Group)

Help the PC(USA) and others make data-informed decisions through the use of data science, consulting, and research (especially quantitative), both within the PC(USA) and with ecumenical & interfaith partners...

### **Manager of Development**

(Presbyterian Historical Society, Philadelphia, PA)

Leads the development program of the Presbyterian Historical Society located in Philadelphia. Oversees execution of annual fundraising plan; cultivates and steward major donors; secures planned gifts; assists with identifying, applying for, and execution of grants; contributes to PHS communications and marketing strategy and execution; works with PC(USA) partners at all levels of the church to enhance knowledge of and appreciation for the mission and programs of PHS and build financial support.

### **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

### **Internal Communications Specialist**

(Administrative Services Group)

Will work as part of the Human Resources team by providing proactive employee communications support; Develop and implement comprehensive communication plans, create resources and materials for the Presbyterian Church (U.S.A.), A Corporation and the Administrative Services Group.

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".

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.

**"The Presbyterian Church (U.S.A.) is an Equal Opportunity Employer."**



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#### ***Network Analyst III***

(Administrative Services Group)

Provide primary support for a Windows and Apple based network used for, email, and other internal and external applications. Design, implement, and maintain installation and maintenance procedures for servers. Monitor and analyze the performance and security of the servers, and the applications running on them. Provide technical expertise and management to the IT staff regarding Windows, all servers & storage devices, system and Internet security. Provide excellent customer service.

#### ***Human Resources Assistant II***

(Administrative Services Group)

Functions as a service-oriented representative of the Human Resources Department to support the effective and efficient operations of the human resource department by expertly responding to inquiries, resolving issues and taking appropriate action to address needs that arise.

#### ***Mission Specialist I – Peacemaking (Part-Time Term-Contract)***

(Presbyterian Mission Agency)

Assist the Coordinator of the Presbyterian Peacemaking Program to carry out a wide range of program initiatives and to communicate with constituents, program participants and Peacemaking congregations. Manage the application process and paperwork for international peacemakers, travel study seminars and conferences. Serve as the Mosaic of Peace conference registrar. Serve as project manager for new resource development. Maintain accounting of program expenses and financial records. Serve on cross functional teams within the agency. ***This position is a 24-hour/week position.***

#### ***Securities Specialist***

(Presbyterian Foundation)

Responsible for custody processing and all activity related to securities including new security set-up and pricing securities. Custody processing includes daily trade settlement, processing income receipts, and corporate actions.

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