

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:

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.

Archives Technician

(Presbyterian Historical Society, Philadelphia, PA)

Working in person in the Presbyterian Historical Society in Philadelphia, Pennsylvania, scans collection materials and assists with quality assurance and other post-production tasks in order to provide digitized content to patrons and staff; archives websites; assists with metadata creation and editing; assists with reshelving and retrieving materials for patrons.”

Project Manager

(Office of the General Assembly, Louisville, KY)

Provides guidance and support to OGA colleagues about their projects and provides oversight from initiation to successful completion of these projects that support the mission and ministry that have been entrusted to the OGA. The Project Manager will coordinate the work of program and administrative assistants in support of project completion.

Human Resources Assistant II

(Administrative Services Group, Louisville, KY)

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.

Regional Liaison for Caribbean

(International Mission, Dominican Republic)

As Regional Liaison for the Caribbean the mission worker will serve as a facilitator of PC(USA) support for partner programs, relationships and activities and as an implementer of regional strategies in Cuba, Dominican Republic, Haiti, and CANACOM. He/she will support PC(USA) mission personnel in communications, information sharing, mentoring/guiding, encouraging and missiological reflection. In addition, he/she will serve as a resource for connection with other ecumenical bodies in the region and information between partner and PC(USA) entities in conjunction with Presbyterian World Mission, including the numerous synod, presbytery and congregational partnerships working within the region.

Mission 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.

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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:

SVP General Counsel

(Presbyterian Foundation, Jeffersonville, IN)

This position provides legal counsel and oversight at the executive level on all corporate issues with legal, fiduciary or regulatory implications for the Presbyterian Foundation.

AVP Financial & Investment Planning Professional

(Presbyterian Foundation, Jeffersonville, IN)

This client-facing position has the primary responsibility of maintaining consistent and on-going contact with existing clients of New Covenant Trust Company, N.A. which are primarily Presbyterian constituencies and specified targets of the general public.

Data Administrator

(Presbyterian Foundation, Jeffersonville, IN)

This position is responsible for maintaining and reporting on the data in the systems used by the Foundation and Trust Company (i.e. CRM, Trust Accounting, and Digital Document Storage systems). Utilizing organizational and analytic skills, provides support to the Operations Business Analyst in various projects.

Marketing Coordinator

(Presbyterian Foundation, Jeffersonville, IN)

Staff person will support the work of the marketing director and executives on tasks directed at maximizing Presbyterian Foundation efforts while undertaking daily administrative tasks to ensure the functionality and coordination of the department's activities. Additional component of this position includes support functions for the Senior Director for Funds Development for Theological Education.

We invite interested candidates to submit their resume and apply online by going to our website at 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.