



## **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:

### ***Deputy Executive Director***

***(Presbyterian Mission Agency, Louisville, KY)***

Reporting to the President/Executive Director (ED) of the Presbyterian Mission Agency (PMA), the Deputy Executive Director (DED) will work in close collaboration with the ED to provide strategic leadership, operational management, and communication of the agency's programmatic work. To ensure effective oversight of the Matthew 25 vision, the DED will align senior staff to the redefined strategic priorities, deepen connectivity between the strategic priorities and day to day operations, and build strong partnerships with Administrative Services Group (ASG) leaders regarding finance, accounting and human resources matters.

### ***Associate for YAV Program***

***(Presbyterian Mission Agency, Louisville, KY)***

Presbyterian Mission Agency's (PMA) call to be a Matthew 25 church includes missional goals designed to accompany the denomination in supporting the development of vital congregations, eradicating poverty, and dismantling structural racism and white supremacy. This includes being in solidarity with the PMA's domestic constituency and international partners in common missional work that enhance the capacity of the global church. The individual filling this position will provide programmatic and administrative leadership to the YAV team including program administration, candidate discernment process, program evaluations, and crisis management, in coordination with the YAV Coordinator, YAV Site Coordinators, World Mission (WM) staff, and/or Presbyterian Mission Agency (PMA) staff.

### ***Administrative Specialist (Mission Specialist I, WM Director's Office)***

***(Presbyterian Mission Agency, Louisville, KY)***

This position provides support for the Director's Office in World Mission to enable the functioning of all administrative and programmatic areas within the ministry area, and serves as a link to other agencies, ministry areas, and ministries of the Presbyterian Mission Agency. On occasion this position will be asked to manage programmatic projects from beginning to completion.

### ***Administrative Specialist (Mission Specialist I 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.

### ***Maintenance Specialist***

***(Administrative Services Group, Louisville, KY)***

To assist the Director for Building Services in the day-to-day, efficient operation of building systems. Provide quality service to building occupants. Perform maintenance tasks related to systems furniture installations and repairs. Complete work orders and room set ups. Perform basic plumbing and electrical tasks.



***Manager for Korean-Speaking Councils Support (18 Months Term Contract)***  
***(Office of the General Assembly, Louisville, KY)***

Support and nurture councils of the Presbyterian Church (U.S.A.) that are Korean-speaking or of Korean heritage, and to strengthen the connection between geographic and Korean-speaking presbyteries, and between geographic presbyteries and Korean-speaking congregations within their bounds, so that all Korean-speaking and Korean-heritage councils continue to grow toward healthy and connectional mission and ministry within the denomination. Position is Term contract for 18 months, working 40 hours per week.

***Communications Specialist***  
***Presbyterian Historical Society, Philadelphia, PA)***

Will support the communications work of PHS as a creator and coordinator of content and digital work. Act as an essential connector between the communications and the development staff.

***Data Administrator (CLC 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 insure 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.

***SPC Executive Director***  
***(Stony Point Center, Stony Point, NY)***

Oversee all aspects of Stony Point Center and manage its efficient integration with the Presbyterian Mission Agency and the Administrative Services Group of the PCUSA A Corp

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