



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.

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.

Research Analyst II

(Administrative Services Group, Louisville, KY)

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...

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

(Presbyterian Mission Agency, Louisville, KY)

*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.****

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Securities Specialist

(Presbyterian Foundation, Jeffersonville, IN)

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.

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.

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".

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."