



## 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:

### **Safe Spaces Advocate and General Assembly Permanent Judicial Commission Support**

<https://joblinkapply.com/joblink/803/Job/Index/627200/>

This position will support the covenantal life of the PC(USA) in two different ways: 1) by assisting and staffing the General Assembly Permanent Judicial Commission (GAPJC) with administrative paralegal-style work, and 2) by serving as an advocate for keeping all church spaces safe from abuse. This position will also coordinate the relationship between the Office of the General Assembly and the Insurance Board and Praesidium, Inc. around abuse prevention and responses.

### **Mission Specialist for Compassion Peace & Justice**

<https://joblinkapply.com/joblink/803/Job/Index/621211/>

Provide a full range of administrative support, coordination, and problem-solving duties within the Compassion Peace and Justice Ministry.

### **Administrative Assistant II (Committee Support)**

(Presbyterian Mission Agency, Louisville, KY)

<https://joblinkapply.com/joblink/803/Job/Index/623187/>

Provide administrative support and staff coordination for the office that supports the advisory and advocacy committees and the Committee on Mission Responsibility Through Investment of the PCUSA. Handle day-to-day activities of all areas of the committees' work, including but not limited to the organizing, preparation, and implementation of committee actions and/or referrals from the General Assembly, budget monitoring, organization of committee meetings and gatherings.

### **Mission Associate for Domestic Issues, Office of Public Witness**

(Presbyterian Mission Agency, Louisville, KY)

<https://joblinkapply.com/joblink/803/Job/Index/622469/>

Advocate on behalf of the public policy positions of the Presbyterian Church (U.S.A.) General Assembly on matters of domestic policy and environmental justice to the federal government.

### **Mission Associate for Financial Aid for Service**

(Presbyterian Mission Agency, Louisville, KY)

<https://joblinkapply.com/joblink/803/Job/Index/618764/>

Manages educational lending programs and debt assistance programs and provides grant administration services to all offices in Theology, Formation, and Evangelism.

**Coordinator for Vital Congregations****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/618770/>

Provide administrative and programmatic structure, vision, and oversight in the Office of Vital Congregations. This position provides strategic oversight and mission coordination by developing, implementing, and casting the vision for the ministry of the Office of Vital Congregations. This position supports, trains, and supervises the Mission Specialist and Associate(s) of Vital Congregations. Furthermore, this position is responsible for developing the theory and resources for the ministry work.

**Administrative Assistant II (TFE)****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/618717/>

Provide detailed and administrative and secretarial support to Coordinator, Financial Aid for Service and Associate and works with Financial Aid for Service students to provide access to programs and information. Provides customer service support for student aid serving 350 students a year, and debt assistance programs serving up to 1,000 constituents a year.

**Communications Strategist****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/316423/>

Develop and implement communications strategies and marketing/communications plans for the Presbyterian Mission Agency ministry area(s). Plays a critical role in developing and executing communications strategies that raise public awareness of the Presbyterian Mission Agency and its programs.

**Manager, Lending Services Underwriter****(Investment and Loan Program, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/616659/>

Underwrite new loans, review existing loans, and oversee new loan processing, closings, and disbursements. Assist in developing loan underwriting policies and procedures and provides support in the management of assigned loan portfolio.

**Junior Video Digital Associate****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/612909/>

Under the supervision of the Associate Director for Digital & Marketing Communications, the Video Digital Associate will play a critical role in developing and executing communications tools that raise public awareness of the Presbyterian Mission Agency in the U.S. and around the world.

**Ministry Engagement Advisor****(Administrative Services Group, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/612977/>

Lead the effort in engagement and support in a specific geographic area of the U.S. Directly solicit support for the ministries of the Presbyterian Mission Agency, Presbyterian Church, U.S.A., and the Office of the General Assembly, Presbyterian Church, U.S.A. This includes World Mission, Compassion, Peace and Justice ministries, Racial Equity and Women Intercultural Ministries, and Theology, Formation and Evangelism, Per Capita and any other ministries or programs as assigned.

**Associate for Training (1001 NWC)****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/609353/>

The Training Associate will work with the 1001 New Worshiping Communities initiative to provide a comprehensive system of resources and training events for NWC leaders. These events will utilize various platforms (live events, peer cohorts, digital and virtual platforms and print materials) and will be shaped by the breadth of cultural and language contexts represented in the movement. In addition, the associate will function as part of the team that discerns and sets vision for the work of the new worshiping communities initiative.

**Associate Director for Racial Equity & Women's Intercultural Ministries****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/608809/>

Provide leadership and management oversight to the Racial Ethnic, Women's Ministry Area, ensuring smooth and effective operations, including the administrative and programmatic functions in the ministry area. Supervise associates and field staff, providing guidance and direction for ministry that supports the mission of the ministry area.

**Director of Information Technology****(Administrative Services Group, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/597126/>

The DIT is responsible for providing the specific vision and direction enabling PC(USA) to use information as a strategic asset to achieve program and mission goals. The DIT's role is to identify PC(USA) 's core technology and business strengths and weaknesses and capitalize on and leverage advantages while rectifying weaknesses. In addition, the DIT Ensures that technology is implemented to directly and positively impact PC(USA) 's overall operations.

**Coordinator for the Advisory Committee on Social Witness Policy****(Presbyterian Mission Agency, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/589904/>

Provides staff leadership to the Advisory Committee on Social Witness Policy; administers the work of the committee and supervises the Unbound managing editor and designated support staff; coordinates the work of committee and staff with OGA, the General Assembly and PMA divisions through strategic planning, proposals, liaison arrangements; works with ecumenical bodies in policy development; interprets the social policy witness of the General Assembly to the General Assembly and Presbyterian Mission Agency Board, the Presbyterian Church (U.S.A.), ecumenical bodies and society at large, and provides advice and counsel concerning the Church's social witness.

**Gift Processing Associate****(Administrative Services Group, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/587502/>

Process gifts allocated to PMA; provide administrative support and other funds development related duties.

**Paralegal****(Administrative Services Group, Louisville, KY)**<https://joblinkapply.com/joblink/803/Job/Index/584826/>

Investigate, research, and analyze legal issues to arrive at independent cognitive recommendations to Legal Services attorneys or work under supervision of attorneys in a wide variety of areas, including but not limited to: church loans, church and corporate structure, property and litigation, as well as draft requested documents and prepare legal memoranda of law.

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

<https://joblinkapply.com/joblink/803/Job/Index/584792/>

The Director demonstrates a commitment to continue to dismantle white supremacy, sexism and racism in the Office of the General Assembly and the PC(U.S.A.). The position fosters collaboration, innovation and openness with colleagues, constituents, and the wider church. It calls for servant leadership with an open and consultative operating style with colleagues in and beyond the Office of the General Assembly, guided by the goals set for the planning, execution, and review of the biennial General Assembly and sharing leadership in establishing and carrying out advanced planning for meetings and future assemblies.

**Ministry Engagement Associate (Manager, Direct Mail)**  
**(Mission Engagement and Support, Louisville, KY)**

<https://joblinkapply.com/joblink/803/Job/Index/533816/>

Manage comprehensive direct mail program for Presbyterian Mission Agency and work closely with Project Manager for catalog and individual donation.

visit our website at  
[www.pcusa.org/careers](http://www.pcusa.org/careers)

*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. [www.pcusa.org/careers](http://www.pcusa.org/careers)*