



# 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:

## ADMINISTRATIVE SERVICES GROUP (ASG)

### **Associate Translator – Spanish**

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

<https://joblinkapply.com/joblink/803/Job/Index/652219/>

Translates, edits, proofreads and performs related linguistic tasks for essential Church documents from English to Spanish and vice versa, ensuring accuracy of the translation and cultural sensitivity. Works collaboratively with an internal team of staff linguists and with freelance linguists to consistently meet or exceed customer expectations for translated materials. Meets productivity and quality goals and expectations set by the Global Language Resource (GLR) Manager.

### **Associate Translator – Korean**

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

<https://joblinkapply.com/joblink/803/Job/Index/652221/>

Translates, edits, proofreads and performs related linguistic tasks for essential Church documents from English to Korean and vice versa, ensuring accuracy of the translation and cultural sensitivity. Works collaboratively with the GLR Team and with freelance linguists to consistently meet or exceed customer expectations for translated materials. Meets productivity and quality goals and expectations set by the Global Language Resource (GLR) Manager.

### **Associate Director of Special Offerings and Appeals**

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

<https://joblinkapply.com/joblink/803/Job/Index/643172/>

The Associate Director for Special Offerings and Appeals provides strategic and operational direction and leadership to the marketing and direct response efforts of the Presbyterian Church (U.S.A.). The Associate Director reports to the Director of Ministry Engagement and Support of Presbyterian Church (U.S.A.) (PCUSA), A Corporation. Special Offerings and Appeals serves the church by interpreting and fostering annual support for the ministries of the PCUSA through four Special Offerings (The Christmas Joy, One Great Hour of Sharing, Pentecost, and Peace and Global Witness), marketing and direct response.

### **Research Analyst II**

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

<https://joblinkapply.com/joblink/803/Job/Index/632588/>

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.

## **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.

## **OFFICE OF THE GENERAL ASSEMBLY (OGA)**

### **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.

### **Manager, OGA Publications**

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

<https://joblinkapply.com/joblink/803/Job/Index/649307/>

This position calls for a commitment to the mission of the Presbyterian Church (U.S.A.) as noted in its theological confessions, the Book of Order, and the actions of the General Assembly. The Manager 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.

### **Paralegal II**

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

<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.

### **Assistant for Committee and Administrative Support (Term Contract)**

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

<https://joblinkapply.com/joblink/803/Job/Index/633899/>

This position will support administratively the standing and specials committees of the General Assembly, as well as the Deputy Stated Clerk and the Director of Mid Council Ministries, as they engage in the work they have been called to in support of the God's mission with and for the PC(USA).

**Religious News Service Project Archivist  
(Presbyterian Historical Society, Philadelphia, PA)**

<https://joblinkapply.com/joblink/803/Job/Index/648173/>

This is a grant-funded position with two openings for a limited term of 27 months. The two RNS Project Archivists will work as a team to appraise, rehouse, digitize, and describe the Religious News Service photograph collection of approximately 60,000 photo files. A minimum of 22,500 images will be selected for digitization during the project term. Throughout the grant period, the RNS Project Archivists will contribute to PHS communications and outreach to share about the collection and the project's progress.

**Archive Technician  
(Presbyterian Historical Society, Philadelphia, PA)**

<https://joblinkapply.com/joblink/803/Job/Index/651871/>

Copy-catalogs library materials; maintains archival vertical file collections; assists with metadata, data entry projects, and digitization; reshelves and retrieves collection materials for patrons.

## **INVESTMENT AND LOAN PROGRAM (ILP)**

**Manager, Commercial Lending Services Underwriter  
(Investment and Loan Program, Louisville, KY)**

<https://joblinkapply.com/joblink/803/Job/Index/616659/>

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

**Associate for Finance & Operations  
(Investment and Loan Program)**

<https://joblinkapply.com/joblink/803/Job/Index/650431/>

To provide support services for bookkeeping, banking, finance, and operations for the Presbyterian Investment and Loan Program.

## **PRESBYTERIAN MISSION AGENCY (PMA)**

**Administrative Assistant II for Center for Repair  
(Presbyterian Mission Agency, Louisville, KY)**

<https://joblinkapply.com/joblink/803/Job/Index/646122/>

To provide administrative support and staff coordination for the Center for the Repair of Historic Harms. To support, without close supervision, the day-to-day activities of all areas of the Center for Repair's work, including but not limited to organizing, preparing, and implementing committee actions and/or referrals from the General Assembly, budget monitoring, organization of meetings and gatherings.

**Associate for Mission Administration**

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

<https://joblinkapply.com/joblink/803/Job/Index/648557/>

Coordinate and manage a variety of administrative and programmatic efforts within the Office of the Executive Director and across the Presbyterian Mission Agency (PMA), ensuring that complex work and project lifecycles are stewarded skillfully and collaboratively.

**Associate Director for Racial Equity and 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.

**Mission Specialist for Area Office**

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

<https://joblinkapply.com/joblink/803/Job/Index/645127/>

Provides programmatic, financial, resourcing and support services for the Asia Pacific Area Office.

**Mission Specialist (Global Connections)**

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

<https://joblinkapply.com/joblink/803/Job/Index/627389/>

This position supports staff members in copy-editing and proofing; managing/triaging email and other communications; handling administrative and financial tasks; and planning and carrying out in-person and virtual events. This position is based in Louisville, Kentucky.

**Mission Specialist for Compassion Peace & Justice**

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

<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.

**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.

**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.

**Multimedia Specialist**

**(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 Multimedia Specialist will play a critical role in developing and executing digital products that raise public awareness of the Presbyterian Mission Agency in the U.S. and worldwide.

**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)*