

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 Assistant II (Center for the Repair of Historic Harms)

Presbyterian Mission Agency

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

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.

Administrative Project Manager (President's Office)

Administrative Services Group

<https://joblinkapply.com/joblink/803/Job/Index/669695/>

The Administrative Project Manager will be responsible, for coordinating project activities, maintaining/updating project schedules, managing assignments, monitoring progress, **communicating** with the project team and ensure all projects meet quality standards and deliver on time and within budget. The Administrative Project Manager will report to the Project Manager and assist with preparing action plans, analyzing risk, and **managing** resources. The person who fills this position will be expected to work in the building with a possibility of moving to hybrid work in the future.

Administrative Project Manager (Center for the Repair of Historic Harms)

Presbyterian Mission Agency

<https://joblinkapply.com/joblink/803/Job/Index/664063/>

Coordinate and manage a variety of administrative and programmatic efforts within the Center for Repair of Historic Harms (started in 2022) and the Office of Innovation (starting in 2023). These new ministries work with a wide variety of constituencies across the church to repair the damage the church has caused in the past and to innovate fresh ways of being church and approaching ministry in partnership with mid-councils, congregations, new worshipping communities and their leaders! This position requires both warmth, hospitality, interpersonal effectiveness as well as efficiency, thoroughness, and making potentially complex processes smooth and accessible.

Assistant for Committee & Administrative Support (Term Contract for 2 years)

Office of the General Assembly

<https://hirebyworkwave.com/Client/JobSummary?JobID=633899>

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).

Associate for Finance & Operations

Investment and Loan Program

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

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

Associate for Missional Equipping (Theology, Formation & Evangelism)

Presbyterian Mission Agency

<https://joblinkapply.com/joblink/803/Job/Index/664094/>

Support the denomination's work of engaging the world outside our doors and strengthening those who assemble within by forming cohort-based learning experiences that build the capacity to pursue the Matthew 25 goals and participate in Hands and Feet Initiatives.

Associate Translator (Korean)

Administrative Services Group

<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 Translator (Spanish)

Administrative Services Group

<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.

Executive Assistant for Stated Clerk Support

(Office of the General Assembly)

<https://hirebyworkwave.com/Client/JobSummary?JobID=659773>

Coordinates the day-to-day travel, correspondence, and visitors meeting with the Stated Clerk of the General Assembly. Coordinates meetings of the Committee on the Office of the General Assembly. Coordinates with other entities of the General Assembly on the transmittal of General Assembly letters.

Manager of General Assembly Business

Office of the General Assembly

<https://hirebyworkwave.com/Client/JobSummary?JobID=661085>

The Manager, on behalf of the Stated Clerk, receives and process all business coming before the meetings of the General Assembly.

Mission Associate for Financial Aid (Theology, Formation & Evangelism)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=667383>

Leads student loan repayment education and action initiatives. Develops discernment of vocation and student engagement opportunities consistent with Presbyterian Church (U.S.A.) mission priorities. Manages grant and scholarship programs.

Mission Specialist for Global Connections (World Mission)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=627389>

To serve alongside Equipping for Mission Involvement staff in their work to inspire, equip and connect U.S. Presbyterians and World Mission staff as the PC(USA) seeks to become a Matthew 25 church. 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. Position is based in Louisville, Kentucky.

Mission Specialist for Committee Support (Office of Faith-Based Investing & Corp Engagement)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=621278>

Support the work of the advisory and advocacy committees and the Committee on Mission Responsibility Through Investment, Office of Faith-Based Investing and Corporate Engagement, and the Deputy Executive Director for Mission Program.

Mission Specialist for Migration Accompaniment Ministries (Compassion Peace & Justice)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=659711>

The position will work under the supervision of the Associate for Migration Accompaniment Ministries, working closely with CPJ ministries, the Immigration Issues Office of OGA and Mid Councils to increase networking and peer learning opportunities.

Program and Grants Analyst (Executive Director Office of Administration)

Presbyterian Mission Agency

<https://hirebyworkwave.com/Client/JobSummary?JobID=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.

Customer Service Representative (Call Center)

Presbyterian Foundation

<https://hirebyworkwave.com/Client/JobSummary?JobID=665015>

As a Customer Service Representative, you will be the first point of contact for our valued customers, providing exceptional service and resolving inquiries or concerns. Your role will be essential in maintaining customer satisfaction and building strong relationships with our clientele.

Investment Analyst

Presbyterian Foundation

<https://joblinkapply.com/joblink/803/Job/Index/667874/>

Assist the Director of Investments with all phases of portfolio management, with an emphasis on communicating investment topics to clients and prospective clients through written analysis and verbal communication. Other functions include entering securities trades, monitoring security positions, monitoring asset allocations, gathering economic and capital markets information (both equity and fixed income data), participate in asset allocation strategy development, monitor and initiate asset allocation rebalancing, strategic and tactical asset allocation changes, monitoring asset class, sub-asset classes, and securities.

Apply online at www.pcusa.org/careers

Our faith in God inspires our commitment to the values of diversity, equity, inclusion, and belonging and is grounded in scripture, the Constitution of the Presbyterian Church (U.S.A.), and actions of the General Assembly of the Presbyterian Church (U.S.A.).

Presbyterian Church (U.S.A.) 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.