



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT OF STRATEGIC INITIATIVES AND CONTINUING EDUCATION & PROGRAM COORDINATOR OF THE NEIGHBORHOOD COLLABORATIVE

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Executive Assistant to the Vice President of Strategic Initiatives and Program Coordinator of the Neighborhood Collaborative is a full-time position providing executive level administrative support for the Vice President of Strategic Initiatives and Continuing Education (VPSICE) and program coordination for the Pittsburgh Theological Seminary Neighborhood Collaborative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a variety of duties to support the VPSICE and the Neighborhood Collaborative, of which the following are illustrative but not limited to:

Executive Assistant to the VPSICE (60%)

- Support the overall work of the VPSICE.
- Manage the VPSICE appointment calendar by scheduling and preparing materials for meetings.
- Track budgets, submit credit card statements, reimbursements and purchase orders.
- Organize meetings and video conferences within the seminary and with external partners.
- Organize events for various grants and partnerships, et- reserving rooms, arranging hotel or conference center contracts, RSVPs, creating nametags and organizing needed materials.
- Help supervise, track and assign student work.
- Monitor email addresses and online platforms (HiRe, Jenzabar) for various projects.
- Prepare communications from the VPSICE and Neighborhood Collaborative including emails, newsletter announcements, slides and social media posts to publicize events and opportunities.
- Assist with grant management as needed.
- Perform general office duties such as maintaining the record keeping and filing systems; classify, sort, and file correspondence, forms, reports, and other documents; maintain records and files, often of a confidential nature; open and sort mail; prepare outgoing mail; order supplies and promotional materials, answer calls, greet and assist visitors as needed.

Program Coordinator of the Neighborhood Collaborative (40%)

- Represent VPSICE and Neighborhood Collaborative at internal and external meetings as needed.



- Provide assistance to the Neighborhood Collaborative team with program/event envisioning, planning, coordination, and execution.
- Coordinate logistics of hiring and onboarding of new Neighborhood Collaborative team members.
- Facilitate team collaboration, motivation, and resource management.
- Monitor progress of Neighborhood Collaborative programs and efficacy to determine needs for improvements.
- Preparation of Pittsburgh Theological Seminary Board of Directors board reports and presentations for the VPSICE.
- Manage logistical responsibilities associated with the development and deployment of graduate certificate programs affiliated with the Neighborhood Collaborative (i.e., APCU program, Continuing Education, etc.).

QUALIFICATION/REQUIREMENTS

Successful applicants should be self-starters, reliable, energetic, and produce high quality work. Excellent written communication and organizational skills and the abilities to establish priorities, handle multiple projects, and work cooperatively with others in a fast-paced team environment are crucial. Successful applicants should possess a full complement of secretarial skills, a creative approach to organizational systems, and a proven willingness to be flexible while paying careful attention to details and deadlines.

EDUCATION/TRAINING/EXPERIENCE

Required:

- Completion of a BS or BA degree (or equivalent).
- Minimum of 3-5 years of experience in related administrative positions.

Preferred:

- Prior experience in a seminary setting; an institution of higher education; non-profit organization; and/or the church is a plus.

WORK ENVIRONMENT

Hybrid: In office three days per week (Tuesday-Thursday); remote work two days (Mondays and Fridays). Business hours are 8:30 am -4:30pm, but occasionally requiring evening or weekend work according to program needs.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, a complete CV or resume, names and contact information (phone and e-mail) for three references. Application materials should be submitted to careers@pts.edu. Women and candidates from underrepresented communities are especially encouraged to apply.

This position is anticipated to start on March 10, 2025; however, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.