



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **PREACHING IN A POST-CHRISTIAN AGE INITIATIVE ADMINISTRATIVE ASSISTANT (PART-TIME)**

#### **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.

#### **PREACHING IN A POST-CHRISTIAN AGE (PPCA) INITIATIVE SUMMARY**

The Preaching in a Post-Christian Age (PPCA) Initiative will resource pastors, new faith community leaders, and preachers to address the challenges of presenting the gospel in this age. The PPCA Initiative endeavors to respond to the root causes of the crisis of effective proclamation through the administration of hybrid gatherings, conferences, and certification courses. We look forward to building learning communities that nurture preachers' rhetorical confidence and cultivate their competence in the art and science of preaching.

#### **POSITION SUMMARY**

The PPCA Administrative Assistant is a part-time position (20 hours/week) providing administrative support for the Director of the PPCA and PPCA program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Travel, hospitality, and events for PPCA
  - a. Managing catering onsite
  - b. Booking and managing classroom space and participant accommodations for all in person course needs
  - c. Managing stipends and paperwork for instructors, coaches, and other facilitators
  - d. Welcoming participants with logistics like a sign-in sheet, name tags, swag bags, etc.
2. Admissions assistance for the PPCA Initiative
  - a. Collaborating with department staff to implement the recruitment plan in place including student connections and networking as well as phone and email conversations.
  - b. Using Jenzabar to manage application pipelines including uploading applications, scholarship offers, and other items.
  - c. Assisting with scheduling interviews and sharing admissions status.
3. Program Support
  - a. Scanning and loading reading materials for student use into Canvas.
  - b. Works within existing systems to sustainably process regular program life rhythms (files, records, and course survey management).



- c. Providing backup as needed throughout the program/other tasks as assigned. Monitor email addresses and online platforms (i.e., Jenzabar) for PPCA activity.

#### 4. Support the work of the PPCA Director

- a. Manage the PPCA Director appointment calendar.
- b. Track budgets and submit expense reports.
- c. Make travel arrangements for the PPCA Director.

### **QUALIFICATION/REQUIREMENTS**

Successful applicants are self-starters, reliable, energetic, and produce high quality work; possess excellent administrative and organizational skills; clear and concise written communication and interpersonal 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 will possess a full complement of secretarial skills, with a working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint; and have familiarity with or willingness to learn Jenzabar, Concur, and Canvas learning management systems.

Successful applicants will also possess a creative approach to task management, and a proven willingness to be flexible while paying careful attention to details and deadlines. Strong relationship building and engagement skills preferred.

### **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; 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.

This is a five (5) year grant funded position.

### **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; and three writing samples. Application materials should be submitted to [careers@pts.edu](mailto:careers@pts.edu). Women and candidates from underrepresented communities are especially encouraged to apply.

This position is anticipated to start on February 3, 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.