



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

DIRECTOR MILLER SUMMER YOUTH INSTITUTE

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

Reporting to the Vice President for Strategic Initiatives and Continuing Education, the full-time Director of the Miller Summer Youth Institute (SYI) has two areas of responsibility: initiative/project management & relationship management. This position will be responsible for identifying, leading and developing new partnerships which will expand the reach of the Miller Summer Youth Institute.

The work of the Director is to help move the advancement work of the Miller Summer Youth Institute onto platforms to reach future attendees. The work and scope of this position includes but is not limited to meetings, forums, gatherings and cultivation events.

ESSENTIAL RESPONSIBILITIES

Manages, directs and develops initiatives in the following ways, but not limited to:

- **Building Community:**
 - Creativity – imagining new landscapes for the Seminary to explore; remind themselves and encourage others to dream.
 - Innovation – establish a program that speaks to the current Gen Z participants and those who minister to this demographic.
 - Recruitment – to SYI specifically and inclusive of Masters level programs, DMin programs and certificate programs of PTS.
 - Cultivation – building new relationships with academic institutions, mission organizations, camps, judicatories, denominations.
 - Exploration – create a safe space for young people to discern vocational calls, learning how to articulate their personal faith, and seek the better/best question(s).
 - Formation – helping participants discover identity, articulate personal faith, cast a vision for their future.
 - Education – capacity to teach ALL PTS students about youth ministry, Christian Education and Formation.

- Directs the budget review process and monitors the Institute's expenditures such as the approval check requests for expenditures and stipends.
- Oversees the creation and execution of SYI programming for youth, young adults, and those who work with them.
- Recruits and oversees necessary leadership for SYI programming.
- Develops relationships with the participants during their time at SYI; assists participants to think critically about their vocational choices.
- Develops and maintains key relationships with ministry partners including but not limited to mission organizations, congregations, and academic institutions.
- Reengage/create the SYI Council. A council of advice that consists of SYI alums faculty & staff of PTS, representative constituencies from partner institutions.
- Research and develop new initiatives to advance SYI and Christian Formation/Education programs at PTS.
- Contribute to the overall success of Pittsburgh Theological Seminary by performing other essential duties and responsibilities as assigned.

SUPERVISION

Directly supervises assigned personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

QUALIFICATIONS/REQUIREMENTS

- Required:
 - Proficient reading, writing, grammar, and mathematics skills.
 - Proficient interpersonal relations and communicative skills.
 - Proficient PC, administrative, and organizational skills.
 - Valid driver's license.
 - Ability to design effective evangelism and community development ministries; visual and auditory skills.
- Preferred:
 - Ordination by a denomination in correspondence with the General Assembly of the Presbyterian Church (USA).
 - Familiarity with Lilly Youth Theology Network programs.
 - Experience with grant writing and/or fundraising.
 - Experience in higher education.

EDUCATION/TRAINING/EXPERIENCE

- Required:
 - A Masters level degree in Education (or equivalency); or Masters level degree in theology, religion or divinity from an ATS accredited institution.
 - Minimum five (5) years' experience working with youth in the context of the church's ministry or related positions.
 - Appreciation for theological education.

WORK ENVIRONMENT

Hybrid: in office 3 days a week (T-Th); remote work 2 days a week (M and F).
Some travel (30%-40%) will be required.

EQUAL OPPORTUNITY EMPLOYMENT

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, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to careers@pts.edu. Women, BIPOC, and candidates from underrepresented communities are encouraged to apply.

Review of applications will begin on November 25, 2024; applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.