

# PRESBYTERIAN CHURCH (U.S.A.)



## THE 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:

### ***Records Manager***

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

Administers a cost-effective, legally-based records management program for the national offices of the Presbyterian Church (U.S.A.) that includes all types of records (digital, paper-based, audio-visual) and insures that records of permanent value are transferred to the custody of the Presbyterian Historical Society (PHS) for long term preservation and access. Provides consultation and assistance to national office staff regarding all records management concerns, including best practices for managing email and other digital records, filing of paper-based records, and retention and disposition of records of temporary value. Manages the Records Center located in the Presbyterian Center in Louisville, KY.

### ***Archives Technician***

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

Working in person in the Presbyterian Historical Society in Philadelphia, Pennsylvania, scans collection materials and assists with quality assurance and other post-production tasks in order to provide digitized content to patrons and staff; archives websites; assists with metadata creation and editing; assists with reshelving and retrieving materials for patrons."

### ***Project Manager***

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

*Provides guidance and support to OGA colleagues about their projects and provides oversight from initiation to successful completion of these projects that support the mission and ministry that have been entrusted to the OGA. The Project Manager will coordinate the work of program and administrative assistants in support of project completion.*

### ***Mission Specialist for Special Offerings***

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

Share in the development of new models of fundraising and engagement which foster vital congregations engaged in systemic work to dismantle white supremacy and eradicate poverty. Provide the administrative and organizational support necessary for the Project Managers of the Special Offerings and Giving Catalog team to broaden the platforms, content, and approaches leading to greater participation and dollars for Matthew 25 ministry.

### ***Regional Liaison for Caribbean***

***(International Mission, Dominican Republic)***

As Regional Liaison for the Caribbean the mission worker will serve as a facilitator of PC(USA) support for partner programs, relationships and activities and as an implementer of regional strategies in Cuba, Dominican Republic, Haiti, and CANACOM. He/she will support PC(USA) mission personnel in communications, information sharing, mentoring/guiding, encouraging and missiological reflection. In addition, he/she will serve as a resource for connection with other ecumenical bodies in the region and information between partner and PC(USA) entities in conjunction with Presbyterian World Mission, including the numerous synod, presbytery and congregational partnerships working within the region.

We invite interested candidates to submit their resume and apply online by going to our website at [www.pcusa.org/jobs](http://www.pcusa.org/jobs) and click "Search for Employment Opportunities".

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.

