



# Job Opportunities

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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 I**

### **Administrative Services Group**

To provide detailed and administrative support to the fulfillment team and Associate Director, Special Offerings.

<https://1.adp.com/n4qSWbSMLnp>

## **Finance and Administration Mission Specialist**

### **Presbyterian Mission Agency**

The Finance and Administration Mission Specialist will provide financial administration and compliance for the Theology Formation and Evangelism Ministry Area. This position will also support and collaborate with ministry area staff and other departments to meet work role objectives and responsibilities.

<https://1.adp.com/i7LgHakALB5>

## **Staff Attorney**

### **Administrative Services Group**

Minimize or eliminate legal liability to the Presbyterian Church (U.S.A.), A Corporation, which includes the Presbyterian Mission Agency, Administrative Services Group, and the Office of the General Assembly, and clients of the A Corporation, through review, research and analysis of legal issues, formulation of legal advice and preparation of related documents on a wide range of legal topics within the roles and responsibilities set forth below, in an efficient, cost effective manner and with a sense of urgency that supports ministry and mission.

<https://1.adp.com/J5qmeZcyQbR>

## **United Nations Advocacy Associate**

### **Presbyterian Mission Agency**

The UN Advocacy Associate works under the supervision of the Manager of the Presbyterian Ministry at the United Nations (PMUN) to advance the Presbyterian Church (U.S.A.) General Assembly advocacy policies and priorities at the United Nations in New York City. This work is done in collaboration with PC(USA) staff, church and global partners, external advocacy partners including UN agencies, diplomats, staff, and civil society. The

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Advocacy Associate will provide communications, administrative and logistical support for PMUN programs, educational events, and publications.

<https://1.adp.com/oJyyc7Qtq6i>

### **Vice President Of Sales & Relationship Management**

#### **Presbyterian Investment & Loan Program**

Manages the Presbyterian Investment & Loan Program's sales functions to ensure corporate sales goals for loans and investments are achieved.

<https://1.adp.com/P4toXXJmiTw>

### **Senior Director of Theological Education funds Development**

#### **Presbyterian Foundation**

The Senior Director for Theological Education Funds Development will lead the successful cultivation of and communication with current and potential financial supporters of our Presbyterian Church (USA) Seminaries through gifts and investments to the Theological Education Fund and Theological Schools Endowment Fund utilizing the products, services, and tools of the Presbyterian Church (USA) Foundation and its affiliates. An effective Senior Director will be an experienced collaborative leader in theological education fundraising, and the PC(USA); able to secure gifts and commitments to theological education in the PC(USA); an established relationship builder and proven communicator, with a cultural competence, corporate and ecclesial acumen, and a contagious passion for theological education in general and PC(USA) Seminaries in particular.

<https://1.adp.com/qnxD6bG4JrM>

### **Director of Investment Management**

#### **Presbyterian Foundation**

The Director of Investment Management will be responsible for developing and maintaining strong relationships with donors, investors, and beneficiaries. More specifically, the relationships include: Investment Committee/Board of the Presbyterian Foundation, Large beneficiaries of the Presbyterian Foundation, Endowment Service Clients, Proxy Voting Provider, Creative Investments (Impact Investments), MRTI (Mission Responsibility Through Investment), Creative Engagement and Social Witness Committee and Signatory of the PRI (Principals of Responsible Investment), and under the direction of the SVP of Investment Management the Director of Investment Management will engage the Foundation's Outsourced Chief Investment Officer.

<https://1.adp.com/jfjRzbhfW8s>

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Apply online at  
<https://www.presbyterianmission.org/who-we-are/work-for-the-church/>

*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.*