



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **DIRECTOR OF CONTINUING EDUCATION**

#### **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.

Pittsburgh Theological Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. 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:**

Pittsburgh Theological Seminary has a long tradition of continuing education to support pastoral and lay leaders in church and non-profit ministries. As part of the educational ministry and service to the church, the Office of Continuing Education helps to curate, coordinate and direct the learning opportunities of the PTS Neighborhood Collaborative. The Collaborative joins six external facing program areas to maximize impact in the church local and global serves as the vehicle for the ministry of continuing education for the seminary. Working for the VPSICE, the Director of Continuing Education is responsible for managing and directing the continuing education activities of the Collaborative and the seminary. The director constitutes the Office of Continuing Education within the Collaborative, and is responsible for expanding access to learning for our non-degree students by conceptualizing and implementing online learning, building upon existing partnerships with external constituencies, and re-envisioning our existing endowed lectures and events.

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

The Director provides leadership to the Office of Continuing Education, working directly with the VPSICE to provide direct and indirect program oversight of the following, but not limited to:

1. **Budget Management.** Under the supervision of the VPSICE, develops the annual budget (revenue and expense) for the department and is accountable for meeting budgetary and financial expectation. Responsible for managing and ensuring proper records, reports, and statistics for all Office of Continuing Education grants together with the seminary business office are maintained and submitted in a timely manner.
2. **Liaison.** Director will serve as the primary contact for the Office of Continuing



Education and educational activities in support of the continuing education mission of the seminary. The Director will work with the VPSICE, and others as appropriate to further new relationships and collaborations beyond the seminary.

3. **Planning and Promotion.** Responsible for the performance of the programs offered by the Office of Continuing Education by planning, promoting, administering and assessing the Continuing Education Program including endowed lectureships and other non-degree programming.
4. **Collaboration.** Works with the VPSICE to position external partnerships for the furtherance of the mission and vision of PTS. Works with the other departments of the PTS Neighborhood Collaborative to further the mission and vision of the Neighborhood Collaborative as a whole. Works with faculty on specific endowed lectureships, designing and leading contextually based learning experiences for students.

**SUPERVISORY RESPONSIBILITIES:**

Occasional professional administrative staff as assigned.

Graduate assistant student(s) assigned to the Office of Continuing Education.

**QUALIFICATION/REQUIREMENTS:**

Successful applicants will have pastoral experience in congregational or specialized ministry to imagine needs and create interventions for the 21<sup>st</sup> century clergy, church, and world. Applicants will have a proven record of accomplishment in administrative skills, maintaining partners, and creating initiatives that serve communities present and yet to be gathered. The ability to communicate effectively and efficiently will be essential to the success of this ministry.

**EDUCATION/TRAINING/EXPERIENCE:**

Master's degree required

Ordination required

Five plus years of ordained ministry experience required

**WORK ENVIRONMENT:**

Hybrid: in office three days per week (T-Th); remote work two days (M & F)

Local travel (within 100 miles) 20% of time

**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, and the names and contact information (phone and e-mail) for three references. Application materials should be



submitted to [careers@pts.edu](mailto:careers@pts.edu).

This position is anticipated to start **October 1, 2023**; however, applications will be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.