



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

FAITH FORMING FAMILIES (F3 NETWORK) PROGRAM COORDINATOR

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:

Pittsburgh Theological Seminary seeks a part-time Program Coordinator for the Faith Forming Families (F3) Network, a partially funded grant through the Lilly Endowment. Reporting to the F3 Network Program Director, this position will perform a variety of management, coordination, and administrative tasks in support of the F3 Network.

<https://lillyendowment.org/wp-content/uploads/2023/07/christian-parenting-grantees.pdf>

<https://www.pts.edu/Lilly-Grant-F3-Network>

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Support the overall work of the Faith Forming Families Network (F3).
2. Manage calendars, scheduling, and coordination for the F3 Network office.
3. Tracks budgets, submits credit card statements, reimbursements, and purchase orders.
4. Coordinates and organizes meetings and video conferences within the seminary and with external partners.
5. Assist in supervision, tracking, and assignment of graduate assistants.
6. Prepare communications from the F3 Network Director and Fred Rogers Fellow.
7. Coordinates the logistics of all F3 events. Interacts with other departments, including housing, meeting room scheduling, catering, facilities, IT, publicity, business office, etc., as necessary.
8. Assist in grant management and tracking.
9. Recruit cohort members to the F3 Network.
10. Provide first level engagement and support to cohort members.
11. Assist the Director in managing the Advisory Board.
12. Provide support with collection and analysis of outcomes data.
13. Participate in the evaluation process to ensure accurate capturing of program successes and challenges.
14. Prepare materials for distribution to Network Advisory Board, F3 Network workgroups, and internal/external system partners as needed.
15. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending on individual circumstances.



SUPERVISORY RESPONSIBILITIES

Assist in supervision, tracking, and assignment of graduate assistants

QUALIFICATION/REQUIREMENTS

Successful applicants should be self-starters, reliable, energetic, and produce high quality work.

Excellent written communication and organizational 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 should possess a full complement of secretarial skills, with a working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint.

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

Women and candidates from underrepresented communities are especially encouraged to apply.

EDUCATION/TRAINING/EXPERIENCE

Required:

- Completion of a BS or BA degree (or equivalent) is required.

Preferred:

- Prior experience in a seminary setting; an institution of higher education; and/or the church is a plus.
- Community organizing experience.

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.

Review of applications and pre-screenings will begin on March 4, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.