PITTSBURGH THEOLOGICAL SEMINARY
POSITION ANNOUNCEMENT

IGNITE PROGRAM ADMINISTRATOR

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.

IGNITE PROGRAM SUMMARY

The Ignite: Microcredentials for Ministry Program is a new non-degree training initiative at Pittsburgh Theological Seminary designed to equip lay pastors and ministry leaders with the skills and theological grounding needed to serve 21st-century churches and communities. Built for those already engaged in ministry or preparing to answer a call, this program offers short-term, online microcredentials in ministry—stackable sets of courses designed to develop practical competencies in preaching, pastoral care, theological teaching, and more.

Ignite is made possible through generous funding from the Lilly Endowment's Pathways for Tomorrow Initiative. This support allows us to provide relevant, accessible theological training to help churches thrive in today's complex ministry landscape.

POSITION SUMMARY

The Ignite Program Administrator supports the design, delivery, and leadership of the Ignite Program, including maintaining the learning management system and course materials, assisting with content development, and coordinating program faculty, students, and external partners to ensure program effectiveness. The Administrator collaborates with IT, Marketing, Admissions, and other departments on program promotion and logistics, and contributes to reporting, recordkeeping, and administrative efforts in support of the Ignite Program and the Office of Continuing Education.

ESSENTIAL RESPONSIBILITIES
- Assist with design, administration, and annual review of all components of the Ignite Program, including curricula, asynchronous instructional modules, synchronous formation, mentoring and coaching, and course catalog.

- Maintain course content and archives on the LMS, including posting and managing course materials and assisting adjunct faculty instructors.
- Manage course and microcredential description documents.
- Work with IT to schedule, conduct, and edit instructional video recordings, with an eye toward instructional design.
- Collaborate with Communications and Admissions for program promotion and recruitment.
- Communicate with external partners regarding the purpose and goals of the program, recruitment, and current and future leadership needs identified by partners.
- Serve as a member of the Neighborhood Collaborative
- Respond to queries about programs and events by prospective and past attendees.
- Provide administrative support for program's adjunct faculty, including processing contracts and payments, setting up and maintaining system access, supporting student learning assessment, and maintaining consistent instructional design.
- Maintain departmental records and file systems.
- Assist the Director of Continuing Education in preparing reports for the Board of Directors of the Seminary and The Lilly Endowment.

QUALIFICATIONS/REQUIREMENTS
- Ability to create and implement new systems of operation
- Strong organizational skills, detail-oriented, a self-starter
- Collaborates well with students, faculty, staff, and administrators
- Solves problems with flexibility and creativity
- Proficient oral and written communication skills
- Performs all duties with openness to process improvement and change
- Ability to maintain confidentiality

EDUCATION/TRAINING/EXPERIENCE
- Bachelor's degree, with at least 5 years of experience required, preferably in an educational setting.
- Working knowledge of Microsoft Office suite (Word Excel, PowerPoint), Outlook, and Zoom.
- Knowledge of churches and the functions of pastoral leadership preferred.
- Knowledge and ability to work with student information systems and learning management systems a plus.

WORK ENVIRONMENT
Typical office. Remote work permitted Mondays and Fridays. In-office Tuesdays, Wednesdays, and Thursdays. Occasional local or national travel required (less than 10%).

EQUAL EMPLOYMENT OPPORTUNITY
The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

TO APPLY
Interested candidates should submit a cover letter, a current resume, and the names and contact information for three references to careers@pts.edu.

Review of applications will begin on January 5th and this position is anticipated to start on or around February 9, 2026. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.