



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

ASSOCIATE DIRECTOR METRO URBAN INSTITUTE

INSTITUTIONAL SUMMARY:

Pittsburgh Theological Seminary is a graduate professional institution of the Presbyterian Church (U.S.A.). 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:

The MUI Associate Director will assist the MUI Director in the day-to-day planning and administration needed to support MUI's scholarly, educational, and community-building activities bearing-upon intersections of urban religion and social life, including oversight of MUI support staff and budgetary matters; development and coordination of MUI advisory groups and community networks; leadership of the Graduate Certificate in Urban Ministry; mobilization of MUI resources through grants and other means; and communication and representation of MUI's work and mission to community constituencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to director, the Associate Director supports the MUI's educational and programmatic offerings aimed at strengthening urban ministries and organizations; preparing students for Christian ministries, faith-based agencies, community organizations; and educating the general public about the Seminary's mission and ministry; —through direct and indirect program direction and oversight of the following, but not limited to:

1. ADMINISTRATION (70%)

- a. **MUI Programming and Special Events.** Organizes events annually (including workshops, a bi-annual conference, a bi-annual symposium, and guest speakers)



connected to timely issues in urban ministry and the work of the church in the city that are open to the Seminary community and the public at large resulting in opportunities to broaden the Seminary's outreach.

- b. **MUI Budget Management.** Work with the MUI Director to develop and maintain the budget for the MUI (and MUI related grants when necessary), including monthly budget updates.
- c. **MUI Communications.** Coordinate the execution of communications with the PTS Communications team including regular publication of the MUI Newsletter, updates of the MUI website (in collaboration with the Administrative Assistant), social media account engagement, and additional marketing elements when needed (e.g., radio ads for events).
- d. **MUI Support Staff.** Provide direction to MUI support staff (including the supervision of the work-study students and research fellows).
- e. **MUI Representation.** Working alongside the director, serves as primary representative of the MUI to the PTS Collaborative. Attend community-based meetings as appropriate; represent MUI in planning and implementation of community program collaborations as needed; share responsibilities with the MUI Director as the program point-person and representing MUI at internal PTS meetings as needed. Responsible for some recruitment activities for MUI programs and the Graduate Certificate in Urban Ministry.

2. RESEARCH AND ACADEMIC ACTIVITIES (30%)

- a. **Graduate Certificate in Urban Ministry (GCUM).** Responsible for developing and implementing, together with the MUI Director the creation of non-credit programmatic offerings in support of the MUI mission. Works with the director on curriculum, evaluation of academic offerings, and supplemental learning and formation.
 - b. **Research.** As needed, assist the MUI Director and/or Research Fellow in the facilitation of the MUI research portfolio.
 - c. **Research Fellows.** Coordinates MUI research fellows (senior fellows and student fellows), as well as research and community action working groups which help advise the MUI's portfolios or work and community collaborations.
3. **Ancillary Duties.** Perform tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon circumstances.

SUPERVISORY RESPONSIBILITIES

Senior Research Fellows (including visiting), Student Fellows; and work study students assigned to MUI.

**QUALIFICATION/REQUIREMENTS:**

The MUI Associate Director should possess strong administrative experience, especially in higher education settings, and should be able to work independently as well as with a team. Positive and productive connections with the Pittsburgh community, with a particular association with Black communities. The Associate Director should also possess organizational experience and skills working in urban contexts, including ethnic and multi-cultural communities, and ability to relate to persons of different backgrounds/experiences. Experience with research project administration is a plus, as is applied experience in pastoral-related ministry, social policy advocacy, or social service provision.

EDUCATION/TRAINING/EXPERIENCE:

Master's degree required.

Local Pittsburgh connection strongly preferred.

Experience in the Pittsburgh Black religious and/or civic community.

WORK ENVIRONMENT:

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

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.

Applications will be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

This posting announcement is intended as a summary of the primary responsibilities of and qualifications for this position. The posting announcement is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.