PITTSBURGH THEOLOGICAL SEMINARY
POSITION ANNOUNCEMENT

PROGRAM COORDINATOR, WORLD MISSION INITIATIVE

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 and renews 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.

ABOUT THE WORLD MISSION INITIATIVE

The World Mission Initiative (WMI) is a program within the Neighborhood Collaborative of the Seminary dedicated to equipping a global community of mission leaders who faithfully guide God's people into Spirit-led, effective participation in God's redemptive work across cultures. WMI offers resources, learning opportunities, and tools for congregation mission leaders and students as they seek to participate in God's intercultural mission.

POSITION SUMMARY

Pittsburgh Theological Seminary is seeking a mission-minded, highly organized full-time **Program Coordinator** to support its **World Mission Initiative (WMI).** This full-time role is ideal for a detail-oriented professional who values meaningful global impact. The Program Coordinator will play a key role in coordinating communications, events, and intercultural learning trips. They will also help cultivate strong relationships among students, faculty, mission leaders, and international partners. The position requires excellent administrative, organizational, and communication skills, along with a deep commitment to hospitality, service, and collaborative work. The Program Coordinator reports to the Director of WMI, coordinates with the WMI Advisory Council, and partners closely with the different programs within the Neighborhood Collaborative.

ESSENTIAL RESPONSIBILITIES

Program Support (50%)

- **Intercultural Learning Trip and Valentour Fellowship Support**
  - Work with IT to update trip application form, financial contribution form and others.
  - Process and track applications, payments, and financial contributions for Intercultural learning trips.
  - Coordinate travel logistics for both the learning trips and the Valentour Fellowship including purchasing of flights tickets, budgeting, visas application, accommodations, and schedules.
  - Assist in planning and facilitating trip orientation sessions.
  - Track contributions and payments on behalf of trip participants while maintaining confidentiality of personal and sensitive information;
  - Manage communications with trip participants and leaders, ensuring timely updates, completion of documents and help with logistics for evenings of Intercultural Experiential/Learning (MI 310 course).

- **Conference and Program Coordination**
  - Assist in coordinating WMI programs, workshops, and campus events especially the WMI Conference and Don McClure Lecture.

- o Serve as liaison to the biennial WMI Conference Planning Team; provide administrative and logistical support.
- o Manage event logistics, including room reservations, guest accommodations, catering, RSVPs, and registration tracking.
- o Prepare and distribute visitor packets, promotional materials, and logistical guides.
- o Track participation and collect feedback to assess impact of programs.

- **Research and Development**
  - o Work with the director to research the needs of congregational mission leaders; plan and develop programs and resources needed.
  - o Help with outreach, connection and building relationships with immigrant communities and pastors.

Administrative Support (50%)

- **Scheduling and Communication**
  - o Prepare and distribute meeting materials, agendas, minutes for WMI Advisory Council, WMI Conference Planning meeting and others; and weekly updates on upcoming activities.
  - o Manage Outlook task lists, email reminders, and follow-up actions.
  - o Serve as primary communication support for internal teams, program participants, and external partners.

- **Digital and Marketing Support**
  - o Maintain and update assigned sections of the Pittsburgh Theological Seminary website.
  - o Provide recommendations for improvements to digital content and outreach strategies.
  - o Coordinate with Seminary Communications team to produce collateral and marketing materials.
  - o Manage promotional and publicity materials, both printed and digital.

- **Grant and Reporting Support**
  - o Assist with grant tracking, compliance reporting, and calendar management for grant-related deadlines.
  - o Support data collection, documentation, and development of outcome reports.
  - o Create compelling storytelling reports to communicate program impact.

- **Financial and Budget Administration**
  - o Provide administrative support for program budget preparation, tracking, and maintenance.
  - o Handle expense reports, track financial contributions, and ensure accurate donor acknowledgment.

- **Database and Recordkeeping**
  - o Maintain digital and physical filing systems; ensure confidentiality of sensitive records.
  - o Utilize the Seminary's database (Jenzabar) for record entry, tracking, and reporting;

- **General Administrative Support**
  - o Answer phone calls, greet and assist visitors, and provide general administrative support across the program.
  - o Coordinate outgoing/incoming mail, order supplies, and digitize necessary documents.
  - o Represent WMI at external programing/events when needed. Some travel and some weekend time may be necessary.
  - o All other duties as required.

QUALIFICATIONS/REQUIREMENTS
- Strong reading, writing, grammar, and basic mathematics skills.
- Strong organizational skills, detail-oriented, self-starter
- Excellent interpersonal and customer service skills, with tact and professionalism.

EDUCATION/TRAINING/EXPERIENCE
- Bachelor's degree, with a minimum of 3-4 years of solid administrative experience required, preferably in an educational setting.
- Proficiency in Microsoft Office (Outlook, Word, and preferred Excel) and general PC software.
- Familiarity with office equipment and general administrative processes.
- Knowledge and ability to learn new software platforms (Jenzabar training provided).
- Knowledge of the Presbyterian Church (U.S.A.) and cross-cultural awareness is strongly preferred.

WORK ENVIRONMENT

Typical office environment; business hours are 8:30 a.m.-4:30 p.m. Remote work permitted Mondays and Fridays. In-office Tuesdays, Wednesdays, and Thursdays. Occasional 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

To be considered, interested candidates should provide a cover letter, a complete CV or resume, and names & contact information (phone and email) for three references to careers@pts.edu. References will not be contacted without prior permission.

Review of application packets will begin on January 20, 2026 and the position is anticipated to start March 2, 2026; however, application packets will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.