

PITTSBURGH THEOLOGICAL SEMINARY JOB POSTING

Job Title: Associate Director – Metro Urban Institute (MUI)

FLSA: Exempt

Division: Academic Affairs
Department: Metro-Urban Institute

Reports to: MUI Director

Employment Status: Full-time

Deadline: October 1, 2020

Salary: Competitive

Effective Date: October 1, 2020, or sooner

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 staff and budgetary matters; development and coordination of MUI advisory groups and community networks; mobilization of MUI resources through grant writing and other means; and communication and representation of MUI's work and mission to constituencies internal and external to PTS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Associate Director supports MUI's scholarly, educational, and programmatic offerings aimed at preparing students for Christian ministries, faith-based agencies, community organizations; strengthening urban ministries and 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. Coordinating and executing MUI programming (including Graduate Certificate of Urban Ministry, student research staff, and guest speaker series);
2. Primary MUI representative in planning and implementation of community programs (including Pittsburgh Racial Justice Summit), and in other community collaborations;
3. Collaborating with the MUI Director in facilitation of MUI's research portfolio, coordination of MUI research fellows (including senior fellows), and development of special events;
4. Managing the MUI budget;
5. Providing direction to MUI staff (including the supervision of the MUI Administrative Assistant and work study students, and other student staff)
6. Share responsibilities with MUI Director in representing MUI at internal PTS meetings;
7. Facilitating MUI communications with internal Communications team, including via the MUI newsletter, website, and social media;
8. Attending community-based meetings as appropriate;
9. Teaching one GCUM course per year (contingent upon expertise);

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10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Administrative Assistant; Student Research Staff; 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. 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. Strengths in support of MUI's research and teaching are important, including experience with field research and research project administration. Applied experience in pastoral-related ministry, social policy advocacy, or social service provision is also a plus.

EDUCATION/TRAINING/EXPERIENCE:

Master's degree required; doctoral degree preferred

EXPECTATION OF ALL EMPLOYEES:

Supports the mission of the Pittsburgh Theological Seminary which is a caring and ecumenical community seeking to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach.

Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place.

WORK ENVIRONMENT:

Typical Office; travel

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description 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 either now or in the future.

Job Location

616 North Highland Avenue, Pittsburgh, PA 15206

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 and a complete CV or resume. Application materials should be submitted to the MUI Associate Director Search Committee at careers@pts.edu.

The search committee will begin its review of applications on October 1, 2020. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

METRO-URBAN INSTITUTE: OVERVIEW

The Metro-Urban Institute (MUI), now in its 30th year of existence, is an academic, advocacy, and programmatic action arm of Pittsburgh Theological Seminary, concerned with factors that shape contemporary urban life and Christian ministry within urban contexts.

MUI uses scholarship and praxis to inform, resource, and link constituencies in the work of healthy community formation in metro-urban contexts. It facilitates experiential, curricular, and scholarly engagement with urban poverty contexts and concerns, and reinforces socio-religious resources of churches, community organizations, social networks, and leadership sectors within low-income neighborhoods by means of the following:

- *Action-Research Initiatives*: This refers mainly to community programming emanating from and encircling MUI research, especially in areas related to religious responses to ‘soft’ forms of violence (e.g., gentrification) and hard forms of violence (e.g., guns);
- *Instructional and Training Platforms*: MUI offers a Graduate Certificate in Urban Ministry (available to the seminary’s degree and non-degree students). MUI also facilitates educational exposures to the work of important metro-Pittsburgh community-serving leaders and organizations through MUI discussion series and through the seminary’s Continuing Education program; and at the global level through intercultural travel seminars and immersions, particularly within Africa and Latin America;
- *Conferencing and Community Dialogue*: MUI facilitates conferences and symposia, with an emphasis on systematic linkages between conferencing activities and MUI research and action-based priorities.

MUI’s current initiatives include:

- *Research on Urban Religious and Community Formation*: MUI’s research (and teaching) has been attentive to intersections between religious formations of community, social formations of community, and structural configurations of social contexts. These colliding forces have been systematically examined in our recently co-edited volume, *Urban Ministry Reconsidered: Contexts and Approaches*, and are also at the heart of a current research project funded by the Henry Luce Foundation on “Gentrification and Racial Violence.” With a focus on metro-Pittsburgh, this project examines demographic shifts, creations and re-creations of physical space, and stories and narratives embedded within these built environments. The project is especially interested in faith-sector responses to these change-oriented dynamics, and in ways congregations and faith-based organizations are positioned toward neighborhood change through their theologies and through their social actions, alignments, and aesthetics;
- *Responding to Differential, Race-based Impacts of COVID-19*: This project, also funded by the Luce Foundation, is engaged in research and direct services to church-sector and community-based organizational networks in an effort to: 1) collect stories and data on COVID’s impact on metro-Pittsburgh black and Latinx communities; 2) bridge local information gaps and the digital divide which contributes to those gaps, and 3) bridge emergency resources into affected communities, primarily in the form of computers for public school students being taught remotely and in the form of direct assistance to religious and other community agencies supporting learning and technology access in affected neighborhoods.