



PITTSBURGH THEOLOGICAL SEMINARY WRITER-PART TIME JOB POSTING-DECEMBER 2021

Pittsburgh Theological Seminary is accepting applications for a part-time **Writer**.

POSITION SUMMARY:

The primary responsibilities of the Writer while working with the Senior Director of Communications to organize, write, and/or edit a variety of print and online materials, including but not limited to magazines, church resources, website profiles, and blog posts. Additionally, the Writer will assist in generating content for the Seminary's social media channels. Through provided training, the Writer will come to understand basic principles of search engine optimization and be able to optimize online content accordingly.

ESSENTIAL JOB FUNCTIONS:

Publications

Composes and edits text content for both online and print publications to enhance the image of the Seminary with the various publics involved. Ensures that various communications are presented with consistency. These publications include, but are not limited to:

- *Panorama* magazine
- *celebrations* magazine
- PTS blog
- Website profiles

Resources

Works with the Senior Director of Communications to produce the annual Advent and Lent devotionals, which currently include daily devotionals (print and online), social media summaries, audio recordings, an additional gathered materials for the Resource Kits. Other resources beyond Advent and Lent may need to be developed.

Social Media

Work with the Marketing and Communications Specialist to generate content for the Seminary's various social media channels to highlight the curriculum and work of the faculty and staff.

Website and Search Engine Optimization

Assist the Senior Director of Communications in updating the entire Seminary website (www.pts.edu), due to go live summer 2022. The work will require writing, editing, photo selection, research, and search engine optimization.

QUALIFICATIONS/REQUIREMENTS:



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Effective communication skills, including writing and proofreading.

Proficient interpersonal skills in order to work effectively with a wide range of constituencies in a diverse community. Sufficient knowledge of Microsoft Outlook, Microsoft Word, and various office machines. General knowledge of open source blog platforms a plus.

Ability to learn general knowledge of each department's operations and ability to gather data, compile information, and prepare written materials.

EDUCATION/TRAINING/EXPERIENCE

Bachelor's degree in Communication, Marketing/Public Relations, English, or a related field. Theological education background preferred.

WORK ENVIRONMENT:

- Typical Office
- Some travel for professional development meetings

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names of three references, and three writing samples. Application materials should be submitted to the Writer Search at careers@pts.edu.

We will begin review of applications as they are received. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

This is a hybrid position, not a remote position.

PART TIME POSITION:

Currently this position is a part-time role and is not eligible to receive medical, dental or vision benefits. It is anticipated this role may be re-evaluated mid-calendar year to determine if it should be changed to a full-time role.

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,



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sex, cultural background, national origin, religion, veteran's status, non-job related disability, or any other classification protected under applicable law.

EXPECTATION FOR ALL EMPLOYEES:

Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered. Abide by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares students 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 denominationally diverse, consisting of Presbyterians, United Methodists, Baptists, Anglicans/Episcopalians, Orthodox, Lutherans, and representatives of a number of other traditions plus nondenominational students.

In 2015, the Seminary successfully completed a \$26 million capital campaign. These funds were used to introduce a reimaged master's-level curriculum, fully renovate the Clifford E. Barbour Library, make other improvements to the physical campus, endow resource programs in urban ministry and world mission, establish the Center for Writing and Learning Support, develop ecclesial partnerships, and invest in new key personnel. All these initiatives reinforced the Seminary's commitment to collaboration, access, resources, and diversity. The Seminary remains committed to key initiatives from the 2020 Strategic Plan, including becoming an antiracist institution, expanding program delivery, and increasing denominational partnerships and engagement, as well as advancing the institutional master plan.