



PITTSBURGH THEOLOGICAL SEMINARY DIRECTOR – MILLER SUMMER YOUTH INSTITUTE JOB POSTING-SEPTEMBER 2021

POSITION SUMMARY:

Pittsburgh Theological Seminary is accepting applications for a full time **Director—Miller Summer Youth Institute.**

The primary responsibilities of the Director of the Miller Summer Youth Institute consist of the management of the Summer Youth Institute and implementing strategies to achieve goals developed for the Seminary.

The secondary responsibilities of the Director of the Miller Summer Youth Institute consist of two areas of responsibility—initiative/project management & relationship management. This position will be responsible for identifying, leading and developing strategic initiatives for the advancement of the Seminary and for growing partnerships between development staff and various constituencies, both internal and external.

The work of the Director is to help move the advancement work of Pittsburgh Theological Seminary onto platforms that speak to the varied constituencies of the institution. The work and scope of this position includes but is not limited to meetings, forums, gatherings and cultivation events.

ESSENTIAL JOB FUNCTIONS:

- Manages, directs and develops initiatives in the following ways, but not limited to:
- Building Community
- Creativity – imagining new landscapes for the Seminary to explore; remind themselves and encourage others to dream
- Innovation – establish a program that speaks to the current Gen Z participants and those who minister to this demographic
- Recruitment – to SYI specifically and inclusive of Masters level programs, DMin programs and certificate programs of PTS
- Cultivation – building new relationships with academic institutions, mission organizations, camps, judicatories, denominations
- Exploration – create a safe space for young people to discern vocational calls, learning how to articulate their personal faith, and seek the better/best question(s)
- Formation – helping participants discover identity, articulate personal faith, cast a vision for their future
- Education – capacity to teach ALL PTS students about youth ministry, Christian Education and Formation
- Directs the budget review process and monitors the Institute's expenditures such as the approval check requests for expenditures and stipends.



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- Oversees the creation and execution of SYI programming for youth, young adults, and those who work with them.
- Recruits and oversees necessary leadership for SYI programming.
- Develops relationships with the participants during their time at SYI; assists participants to think critically about their vocational choices.
- Develops and maintains key relationships with ministry partners including but not limited to mission organizations, congregations, and academic institutions.
- Reengage/create the SYI Counsel. A counsel of advice that consists of SYI alums faculty & staff of PTS, representative constituencies from partner institutions
- Research and develop new initiatives to advance SYI and Christian Formation/Education programs at PTS
- Contribute to the overall success of Pittsburgh Theological Seminary by performing other essential duties and responsibilities as assigned.

SUPERVISION: Directly supervises assigned personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

QUALIFICATIONS/REQUIREMENTS:

- Proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations and communicative skills; proficient PC skills; ability to design effective evangelism and community development ministries; visual and auditory skills; valid driver's license.
- A Masters level degree in theology, religion or divinity from an ATS accredited institution is required; terminal degree in some area of the humanities or disciplines related to theological education preferred; ordination by a denomination in correspondence with the General Assembly of the Presbyterian Church (USA); familiarity with Lilly Youth Theology Network programs; minimum five (5) years' experience working with youth in the context of the church's ministry or related positions normally required; experience with grant writing and/or fundraising.

WORK ENVIRONMENT:

- Typical Office
- Some travel (30-40%) required

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be



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submitted to the Director Miller Summer Youth Institute 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 not a remote position.

FULL TIME POSITION:

This position is full time and works 40 hours per week. Benefits include: 403(b) (retirement plan), paid time off including vacation, personal and sick time. Medical, dental, and vision benefits are also available.

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.

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



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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 reimagined 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.