



## ADMINISTRATIVE ASSISTANT TO THE WORLD MISSION INITIATIVE AND THE METRO-URBAN INSTITUTE

JOB POSTING  
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### POSITION SUMMARY:

Pittsburgh Theological Seminary is accepting applications for an experienced administrative Assistant to provide administrative support for the **World Mission Initiative** and the **Metro Urban Institute** to help facilitate each program's success. This is a full-time position with administrative responsibilities in overlapping areas.

The ideal candidate for this position will work under general supervision and provide varied administrative and project support for both programs. Must have strong organization skills, be able to prioritize, be detail-oriented, and understand program objectives and goals. Should be comfortable and thrive in a busy, fast-paced work environment. Proficient writing, communication, problem-solving, and basic mathematic skills are required. Strong computer skills are also required, specifically with Microsoft Office products (Outlook and Word). Experience with Excel preferred, but not required and experience with Jenzabar or ability to learn program. This role will interact with students, faculty, guest speakers, and staff.

### RESPONSIBILITIES:

Perform a variety of duties to support the Directors of MUI and WMI and the departments, of which the following are illustrative but not limited to:

1. Provide administrative support and planning for MUI and WMI programs and events, including conferences, guest speakers, and local and international mission trips; manages stipends and paperwork for special guests/speakers; manage logistics for on-campus events (including partner events) including room reservations, guest accommodations, and RSVPs/registrations; prepare and distribute visitation materials.
2. Maintain a universal calendar; arrange meetings and conferences, schedule appointments and assist with travel arrangements, often international, involving flights, visas, and budgets; manage appointment calendar, prepare materials for meetings and record minutes for planning and advisory meetings; send weekly email with current and upcoming events, activities, and tasks; create and manage a monthly shared task list on Outlook to manage all MUI and WMI programs, with an early and mid-month reminder to alert directors
3. Provide support for WMI intercultural learning trips, which includes (*heaviest load October through January and a lighter load March through May each academic year*): Process applications for intercultural learning trips, and track contributions and payments on behalf of trip participants while maintaining confidentiality of personal and sensitive information; assist with planning of learning trips, including travel arrangements and budgets; manage

communications with trip participants and leaders; and assist in maintenance of crowdfunding pages for learning trips; arrange and assist in trip orientation.

4. Assists with grant management as needed; manage grant calendar and reporting; manage and articulates data and develops storyboarding reports for grants and programs; assist in reporting data in creative and attention-grabbing ways.
5. Perform general office duties such as maintaining the record keeping and filing systems; classify, sort, and file correspondence, forms, reports (including expense reports), and other documents; maintain records and files, often of a confidential nature; open and sort mail; prepare outgoing mail; order supplies and promotional materials, answer calls, greet and assist visitors as needed.
6. Type MUI correspondence, memos, forms, tables, reports, etc.; utilize word processing equipment/software to prepare documents as appropriate; prepare promotion/publicity materials; digitize necessary documents.
7. Utilize the Seminary's database (Jenzabar) and participate in ongoing training for database support.

#### **EDUCATION/TRAINING/EXPERIENCE:**

An associate's degree or equivalent with an emphasis in business or social services is preferred. In addition, a minimum of 1-2 years of solid administrative skills/experience required.

The schedule for this position will be Monday - Friday during normal business hours. Due to the pandemic we are currently working primarily remotely, but plan to return to campus in the near future.

The Seminary's World Mission Initiative of Pittsburgh Theological Seminary is dedicated to developing mission vision, nurturing missionary vocations, and cultivating missional congregations by helping Christians understand how God is at work in the world and how they can share in that work. WMI offers resources to serve congregations and students.

The Metro-Urban Institute (MUI) 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's activities have two primary emphases: facilitation of experiential, curricular, and scholarly engagement with urban poverty contexts and concerns, especially engagement by theological students and educators; and analysis, mapping, and reinforcement of the socio-religious resources of churches, community organizations, social networks, and leadership sectors within low-income neighborhoods.

#### **FULL TIME POSITION**

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

#### **TO APPLY:**

Interested candidates should provide a cover letter, a CV, and the names and contact information (phone and e-mail) for three references, none of whom will be contacted until a later stage of the search or without the formal permission of the candidate to [careers@pts.edu](mailto:careers@pts.edu) Please indicate you are interested in the MUI/WMI Adm Asst role. The Search Committee will begin its review of applications immediately. Applications will continue to be accepted until the position is filled.

**INSTITUTION SUMMARY:**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering master's 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 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.

**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.