



**PITTSBURGH THEOLOGICAL SEMINARY**  
**ASSOCIATE DIRECTOR – WORLD MISSION INITIATIVE**  
**JOB POSTING**

---

**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 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.

Pittsburgh Seminary is fortunate to have recently completed a successful capital campaign which included our largest bequest to date. These funds, along with others, are now supporting the work of the new strategic plan which includes innovations in the areas of collaboration, access, resources, and diversity. Over the years, the Seminary has been prudent with spending from its endowment, which is now one of the largest among all free-standing seminaries.

**POSITION SUMMARY:**

Collaborates with the Director of World Mission Initiative to develop mission vision, nurture missionary vocation and cultivate missional congregations through mission programs offered to students and faculty at Pittsburgh Theological Seminary and to congregations and middle judicatories in our region.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Promotes and implements the strategies of WMI as illustrated but not limited by the following:

a. **Strategic Relationships:**

Support the WMI Director in creation and strengthening of working relationships and communication with the New Wilmington Mission Conference; the Presbyterian Church (USA), other denominational and parachurch mission organizations; presbyteries, churches and individuals regionally and overseas; and seminary global partners which will forward the purposes of the World Mission Initiative.

b. **Congregations and Middle Judicatories:**

1. Investigate the need for and plan appropriate mission education programs, applications and curricula for local churches, presbyteries, continuing education programs at the Seminary, and training for missionaries, including preaching, teaching, consulting, and leading training orientations for long-term and short-term mission work.
2. Develop and make available mission studies and training resources to be used by church leaders and congregations.
3. Create and implement programs for congregations and presbyteries to strengthen their mission involvement and provide mission-focused teaching, preaching, and consulting to churches.



**PITTSBURGH THEOLOGICAL SEMINARY**  
**ASSOCIATE DIRECTOR – WORLD MISSION INITIATIVE**  
**JOB POSTING**

- c. **Short-Term Mission Experiences:** Collaborate with the WMI Director to coordinate all aspects of the cross-cultural mission experiences for students, including applications, budgeting, fund-raising, travel itineraries, orientation and debriefing programs, communication with families (where needed) and relating to global partners.
- d. **Communication:** Facilitate the communication strategy of WMI, including the website, social media, and newsletters.
- e. **PTS Students:** Build relationships with students to encourage their growth as missional leaders and develop mission programs which contribute to the spirit of mission on campus.
- f. **Professional Development:** Participate in professional missiology organizations, conferences and related events to stay current on critical mission issues, research, evangelism trends and ideas and connected with mission leaders.

**RELATIONSHIPS:**

Reports to the WMI Director, and collaborates with the Professor of Mission and Evangelism and staff of the Metro-Urban Institute.

Coordinates communication efforts with the seminary Communications Director

**QUALIFICATIONS / REQUIREMENTS:**

Proficient reading and writing skills; excellent interpersonal relations and communicative skills; proficient organizational skills; proficient PC skills; proficient knowledge of the Presbyterian Church (USA) and its structures, missions, and leaders; proficient in cross-cultural awareness; visual and auditory skills

**EDUCATION/TRAINING/EXPERIENCE:**

M.Div. degree is normally required; minimum four (4) years' experience in cross-cultural mission normally required

**WORK ENVIRONMENT:**

Typical Office; international and domestic 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



**PITTSBURGH THEOLOGICAL SEMINARY  
ASSOCIATE DIRECTOR – WORLD MISSION INITIATIVE  
JOB POSTING**

**EQUAL EMPLOYMENT OPPORTUNITY:**

Pittsburgh Theological Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. The Seminary also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment.

**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.

**TO APPLY:**

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Associate Director – World Mission Initiative Interview Committee at [wmisearch@pts.edu](mailto:wmisearch@pts.edu).

The interview committee will begin its review of applications on September 1, 2017. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.