



Associate Church Consultant

The **Associate Church Consultant** reports to the Church Consultant and under direction, has responsibility for building and maintaining relationships with church employers and councils in a multistate region that encompasses Michigan, Ohio, Pennsylvania, and West Virginia. Based in Pittsburgh, this individual will assist the Church Consultant to interpret and promote the plans and programs of the Board of Pensions, to assist employers in understanding their responsibilities, and to help employers determine and implement benefit offerings. The Associate Church Consultant interprets benefits plans and programs in individual and group settings, delivering educational seminar content using resources and curricula from the Board of Pensions and other approved sources. This individual encourages retention of existing business and supports the expansion of business with church employers.

This is an exciting time at the Board of Pensions, where operations and programs are being restructured as part of a broader strategy for engaging the Church. These changes coincide with shifts in congregational hiring patterns and denominational demographics that make organizational agility more important than ever.

The Ideal Candidate Possesses

- Bachelor's Degree; Master's Degree preferred;
- 3 years' experience in and familiarly with the PC(USA) and congregational life;
- excellent writing, presentation, and administrative skills;
- the ability to work independently (remotely), while functioning as part of a centralized team;
- ability to collaborate on complex assignments with Board staff and other church partners;
- discretion with confidential information;
- a capacity to connect Reformed theology with congregational practice;
- willingness to live in the assigned region; and
- an ability to travel approximately 50% of the time, within the assigned region and nationally, such as to General Assembly and other meetings as requested.

The Ideal Candidate Strongly Desires To Serve the PC(USA) with

- attention to detail;
- financial acumen;
- creativity;
- the ability to absorb, communicate and apply a detailed knowledge of the Benefits Plan, Assistance Program, and other Board of Pensions resources;
- a strong interest in furthering individual development in the areas of benefits plans and financial planning; and
- maturity under pressure.

The Ideal Candidate Would Receive

- medical and retirement benefits, plus ...
 - a minimum of 22 days' personal leave, plus sick time and paid holidays
 - employer matching contributions to 403(b)(9) plan
 - up to 70 percent tuition reimbursement
 - health and well-being resources;
- satisfaction gained from working for a service-oriented employer; and
- volunteer and other service opportunities in the community at large.

The Ideal Candidate Wants To

- build and maintain positive, trusting, and productive relationships with congregations and mid councils of the PC(USA);
- serve a number of diverse congregations;
- work daily on multiple tasks that vary in scope and complexity; and
- be part of an organization moving boldly and creatively into the future.

About the Board of Pensions

The Board of Pensions of the Presbyterian Church (U.S.A.) administers the church Benefits Plan and Assistance Program, provides educational opportunities, and manages investments of approximately \$9 billion. We are a not-for-profit corporation and one of six national agencies of the General Assembly, the governing body for the PC(USA), which is the largest Presbyterian denomination in the U.S. We trace our roots to 1717, when Presbyterians in Philadelphia established the Fund for Pious Uses to assist ministers and their families.

We respect differences, but we also value them. The approximately 185 individuals who work at the Board reflect the diversity of our region — in ethnicity, religious beliefs, gender, sexual orientation, and generation. They come from various backgrounds, and bring a range of abilities and interests to their work. Diverse perspectives kindle creativity throughout the organization, and through mutual respect, we are able to execute ideas our creativity generates.

Want to Join Us?

If you believe you have the professional and personal credentials to join us as a colleague and would like to support the Board of Pensions as we serve more, serve better, and serve the Church, please contact Claire Anastase, Human Resources Generalist, at resumes@pensions.org

The Board of Pensions of the Presbyterian Church (U.S.A.) is an equal opportunity employer.

The work environment is typical of an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. While performing the duties of this job the incumbent may expect to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer or other electronic device. Relatively frequent air, rail, and automobile travel will be expected.