



PITTSBURGH THEOLOGICAL SEMINARY JOB DESCRIPTION
ASSISTANT CONFERENCE COORDINATOR
PART-TIME (20 HRS./WK.), TEMPORARY POSITION THROUGH MAY 2018
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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Assistant Conference Coordinator reports to the Director of the Metro-Urban Institute and is responsible for assisting with the total success of the MUI Conference on May 11-12, 2018, at the Seminary.

Primary Responsibilities:

Under the direction of the Director of the Metro-Urban Institute, the Assistant Conference Coordinator will help plan, execute and evaluate all conference-related activities. Responsibilities include:

- Understanding requirements for conference
- Assist in planning the event with attention to financial, volunteer and time constraints
- Recruit exhibitors
- Spearhead advertisement campaign
- Help in the management of speaker contracts, scheduling and logistics
- Assist in vendor research (catering, graphic artists, musicians etc.) and choose the best combination of quality and cost
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Create databases and Gantt charts for project organization and management
- Coordinate hospitality initiatives
- Coordinate and recruit volunteers
- Travel to churches and other community entities for advertising and conference recruitment
- Anything else needed to make conference a huge success
- Assist the MUI office as needed



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EDUCATION/QUALIFICATIONS / REQUIREMENTS:

- A proven track record of organizing successful events
- Prior experience managing volunteers
- Proficient in MS Office
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Hospitable demeanor
- Ability to travel locally

This job description is intended as a summary of the primary responsibilities 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

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 and resume. Application materials should be submitted careers@pts.edu. Please list position title in the email subject line – Assistant Conference Coordinator.

The search team will begin reviewing applications on July 31, 2017. Pittsburgh Theological Seminary will conduct a background check on all final candidates.