



PITTSBURGH THEOLOGICAL SEMINARY
MILLER SUMMER YOUTH INSTITUTE (SYI) PROGRAM COORDINATOR
ONE YEAR POSITION (THROUGH 5/31/2020)
PART-TIME – 30 HOURS/WEEK
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.

POSITION SUMMARY:

The Program Coordinator will enable the expansion of the SYI by recruiting for, planning, and running one of the SYI academies under the direction of the permanent directors, and assisting with the summer mission experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Initiate and nurture relationships with high schools, churches, and organizations.
- Recruit for annual academies.
- Execute annual program on site at partner institution.
- Coordinate with personnel at applicable College or University in preparation for the annual academy.
- Coordinate with the Neighborhood Academy primarily regarding recruitment for the annual academy.
- Plan and develop curriculum under direction of SYI directors.
- Assist in the recruitment and training of annual summer staff.
- Develop curriculum for annual mission experiences in coordination with SYI directors.
- Execute annual mission experiences along with SYI directors.
- Provide general logistical programmatic support.
- Perform other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Interest in theological education for youth
- Interest in youth ministry, outdoor ministry, conference ministry
- Comfort with wide variety of denominational theologies
- Ability to preach and lead worship
- Passion for ministry with high school and college students.
- Excellent written and oral communication skills, including ability to create curriculum.
- Strong organizational skills and attention to detail.
- Willingness to travel and work weekends as necessary.
- Mandatory clearances for work with minors in Pennsylvania



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EDUCATION/TRAINING/EXPERIENCE:

Required

- Master of Divinity Degree
- 2-3 years of experience in one or a combination of higher education admissions, ministry experience in congregation setting and/or experience leading worship.
- Connection to a faith community and/or appreciation for theological education.
- Commitment to the mission and vision of Pittsburgh Theological Seminary.

Preferred

- Experience with Youth Theology Network and/or Lilly Youth Theology Network
- Familiarity with regional liberal arts colleges
- Experience with College/University Ministry
- Familiarity with Miller Summer Youth Institute
- Familiarity with PC(USA) history and structures

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

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.



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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 submitted to the Miller SYI Program Coordinator search at careers@pts.edu.

We will begin review of applications immediately. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.