



JOB OPPORTUNITY POSTING Presbyterian Church (U.S.A.)

Posting#: H06-10-49

Posting Date: 10/09/06

Title: Director

Program Area: Racial Ethnic and Women
Ministries/Presbyterian Women

Salary grade: T-U

Status: FT Exempt

Basic Function (Job Purpose):

This Program Area works with synod, presbyteries, and congregations to fulfill the Presbyterian Church (USA)'s goals to be a racially, ethnically and gender diverse and inclusive church; to equip the church to minister in and with communities of color and at all levels to live into its vision of becoming a diverse and multi-cultural welcoming community of faith; articulate a theology of racial justice and reconciliation and to exercise a prophetic voice within the church and society. This Program Area works with racial and ethnic constituency groups (including new immigrant communities) within the church to develop leadership, strengthen congregational life and support their full participation in the life of the church. The General Assembly Council program areas are being combined in new configurations. This program area combines several existing programs, including: Congregational Enhancement Offices (African American, Asian, Hispanic/Latino, Korean, Middle Eastern, and Native American), New Immigrant Ministries, Racial Ethnic Schools & Colleges, Women's Advocacy, and Young Women's Ministries (National Network of Presbyterian College Women and Racial Ethnic Young Women Together). The name of the program area is still under consideration and may change to best communicate its mission. The Director will lead and manage this Program Area and serve on the leadership team for Mission of the General Assembly Council. One of the initial responsibilities of the Director will be the integration of existing programs and personnel and development and implementation of strategic and operational plans for the program area.

Essential Duties and Responsibilities:

1. Lead and manage the program area to achieve established goals and objectives including motivating and supervising personnel, problem solving and innovation, periodic evaluation and reporting on accomplishment of goals.
2. Develop and implement strategic and operational plans that integrate staff from previous departments and achieve a functional team within the program area.
3. Participate fully and collaboratively as part of the Mission leadership team, including planning, implementing and assessing progress in achieving the General Assembly Council's Mission Work Plan and Program Area goals.

Forward resume (or internal application) to:

Presbyterian Church (U.S.A.)

Attn: HR – [posting#]

100 Witherspoon Street

Louisville, Kentucky 40202

or, Email: jobs@ctr.pcusa.org



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4. Establish and maintain positive relationships with key intra- and inter- PCUSA constituents as pertinent to achieving program and cross-program goals.
5. Develop, manage and monitor budget. Encourage and support funds development for, and communication of, the mission of the Program Area and the General Assembly Council.
6. Foster a culture of collaboration, accountability and responsibility within the General Assembly Council and with key constituencies. Productively engage support services and other resources throughout the GAC.
7. Adhere to polity, theology and Biblical foundations of the Presbyterian Church (USA) and to good stewardship of resources.
8. Continuously improve program related knowledge base and guide staff in their own continuing professional growth.

Required Skills and Qualifications:

Education:

Bachelor's degree in Human Services, Christian Education, Advocacy, or related field

Master's degree preferred

Minister of the Word and Sacrament or Ordination as Elder preferred

Experience:

- Strong management and planning and basic budgeting skills
- Skilled in working with wide a diversity of people and building sustained relationships.
- Experience working in a Faith-based organization
- Knowledge of the history and polity of the Presbyterian Church (U.S.A.)
- Extensive knowledge of the programs and structure of the national setting of PCUSA
- Strong management, problem solving, and analytical skills
- Ability to respond to and manage a diverse set of programs, personnel and issues
- Ability to be flexible in changing circumstances

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