Director, Education for the Arc of Ministry

The **Board of Pensions of the Presbyterian Church (U.S.A.)** in Philadelphia is an agency of the Presbyterian Church (U.S.A) that takes pride in offering a robust range of benefits and services to PC(USA) churches, agencies, mid councils, and affiliated employers – including educational institutions, camps, conference centers, retirement and senior housing communities, and human service organizations.

*Position Overview:*

The Director, Education for the Arc of Ministry reports to the Vice President, Education and is responsible for designing educational programs aligned with the Board’s overall strategic vision with a focus on the well-being of minister members over the arc of their lives and ministries. The Director oversees the CREDO program and its curriculum and develops and presents additional educational content that integrates A Theology of Benefits and its wholeness themes.

*Specific Responsibilities:*

* Provide effective leadership to the Lead, CREDO by managing performance, providing coaching and feedback, and ensuring continued professional development.
* Design a program of strategically planned programs and content to enhance the overall well-being of minister members over the arc of their lives and ministries.
* Identify opportunities for collaboration with Board and Education team colleagues to ensure program integration and cohesion with the wider Board to strengthen program quality.
* Develop relationships and identify opportunities with Board of Pensions vendors, denominational partners, and external organizations, including the Church Pensions Group, for collaboration and content curation.
* Create and curate minister-focused program content for on demand, in-person, and online wholeness seminars and workshops, including THRIVE in-person and online retirement seminars, with a sensitivity to Diversity, Equity, and Inclusion (DEI) concerns as well as content currency and accuracy.
* Identify, contract, and train instructors to deliver seminars, webinars, and workshops.
* Prepare and manage the annual budget for Arc of Ministry programs in collaboration with the Lead, CREDO.
* Interpret post-event analytics and identify strategies to improve programs for ministerial wholeness.
* Contribute to the development of the annual calendar of education programs.
* Provide leadership for Presbyterian CREDO growth initiatives, develop CREDO curriculum, and manage the CREDO program evaluation and assessment process, overseeing the development of the annual CREDO calendar.
* Guide the CREDO faculty selection, onboarding, training, and performance evaluation processes.

*Qualifications:*

* An ability to effectively lead, motivate, and develop staff.
* A bachelor’s degree required, Master of Divinity or a master’s degree in the field of adult learning, theology, social work, health and wellness education, or Christian education strongly preferred.
* A deep understanding of pastoral vocation and congregational life; Presbyterian Church (U.S.A.) ordination strongly preferred.
* 8-10 years of progressive experience designing, delivering, and evaluating educational programs.
* 3-5 years of experience serving in a congregational context.
* A vision for the power of education to strengthen and sustain individual wellbeing and an ability to connect Reformed theology with foundations of the Benefits Plan, organizational personnel practices, and wholeness practices.
* A deep understanding of educational practices, learning theory, curriculum development, and program assessment.
* An ability to create engaging learning experiences for participants with diverse backgrounds and perspectives.
* An ability to develop and manage projects from concept through implementation.
* An ability to adapt to changing priorities effectively, simultaneously manage multiple assignments and meet deadlines, and take initiative.
* Strong proficiency in Microsoft Office applications (Outlook, PowerPoint, Word, and Excel, Teams); intermediate proficiency in Adobe.
* Excellent presentation and delivery skills.
* Excellent interpersonal, communication, problem-solving, and organizational skills.
* An ability to work on-site Tuesday – Thursday at the 2000 Market Street office in Philadelphia and to travel nationally and lead seminars as required.
* An ability to stay current and maintain a level of professional expertise in educational practices and learning theory and sensitivity to DEI matters via seminars, literature, and formal training.

*What We Provide:*

* Medical, dental, and vision coverage.
* 403(b)(9) retirement savings plan.
* Defined benefit pension plan.
* Generous paid time off, including sick time, holidays, and 22 days of personal leave.
* Tuition Assistance
* Employee Assistance Plan and other health and well-being resources.
* Employer-paid death benefits with opportunities to purchase additional coverage.
* Employer-paid short-term and long-term disability coverage.
* Access to the Board’s education and grant assistance programs.
* Discount programs on entertainment, travel, and more.
* Satisfaction gained from working for a service-oriented employer.
* Volunteer and other service opportunities in the community at large.

For more information about the position and to apply please visit: <http://pensions.hrmdirect.com/employment/job-opening.php?req=2580049&&#job>

**About the Board of Pensions**

*The Board of Pensions of the Presbyterian Church (U.S.A.) is proud to be an Equal Opportunity Employer. We value diversity, equity, and inclusion and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.*

*View our* [*Together Apart*](https://www.youtube.com/watch?v=ZIClhSJgj8E&list=PLZenFkvuqlrSmjqpWDUgb83iHfcRzAhHQ) *video and see and hear from prospective colleagues at the Board of Pensions.*

*To protect the health of our staff, we encourage everyone to receive FDA-approved vaccinations that may reduce the spread of certain infectious diseases, such as the flu and COVID-19.*

<https://www.indeed.com/viewjob?jk=fac8c2bcaaa2dc08>