Director, Education for Wholeness

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 Wholeness reports to the Vice President, Education and is responsible for designing education programs aligned with the Board’s overall strategic vision with a focus on wholeness of all plan members. The Director develops and presents educational content that integrates A Theology of Benefits and addresses the centrality of financial wholeness and its intersection with spiritual, vocational, physical, and emotional well-being. This is a hybrid position with onsite office hours Tuesday – Thursday and digital Monday and Friday.

*Specific Responsibilities:*

* Provide effective leadership to the Lead, Education and Learner Engagement, by managing performance, providing coaching and feedback, and ensuring continued professional development.
* Design a program of strategically planned wholeness education programs and content that enhances the overall well-being of all plan members at varying life stages.
* Identify opportunities for collaboration with Board and Education team colleagues to ensure program integration and cohesion with the wider Board and to strengthen program quality.
* Develop relationships and identify opportunities for collaboration with Board of Pensions vendors, denominational partners, and external organizations for content curation.
* Design and oversee the implementation of retreats designed to enhance wholeness and well-being.
* Create and curate 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 wholeness seminars, webinars, and workshops.
* Prepare and manage annual budget for wholeness offerings.
* Interpret post-event analytics and identify strategies to improve programs.
* Contribute to the development of the annual calendar of education programs.
* Oversee the technology/licensing and learning management systems utilization decisions.

*Qualifications:*

* An ability to effectively lead, motivate, and develop staff.
* 8-10 years of progressive experience designing, delivering, and evaluating educational programs.
* A bachelor’s degree required; certificate or master’s degree in the field of adult learning, theology, social work, health and wellness education, Christian education or comparable degree strongly preferred.
* 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, and wholeness practices.
* 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 and delivery.
* Strong proficiency in Microsoft Office applications; intermediate proficiency in Adobe; understanding of instructional and educational technology, including e-learning authoring platforms and learning management systems (i.e., Articulate 360, Litmos).
* Knowledge of effective strategies for online education.
* Excellent presentation and delivery skills.
* Excellent interpersonal, communication, problem-solving, and organizational skills.
* An ability to adapt to changing priorities effectively, simultaneously manage multiple assignments and meet deadlines, and take initiative.
* An ability to learn and understand the Presbyterian Church and its connectional structure.
* An ability to work on-site Tuesday – Thursday at the 2000 Market Street office in Philadelphia and to travel nationally to 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=2580041&&#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>