



Program Delivery Specialist, Education

Department: Church Engagement

Office: Home Office

Location: Philadelphia, PA

Program Delivery Specialist, Education

The Program Delivery Specialist, Education reports to the Director, Wholeness Education and supports the work of the Education team by coordinating educational events and educational projects, managing virtual platforms and design processes for online learning, assisting in resolution of delivery-related matters, and improving workflow and processes. This individual proactively and effectively communicates with team members, colleagues, external instructional designers, and vendor partners on project status, deliverables, and delays, guiding projects to completion and adjusting deadlines and deliverables to fulfill project requirements. The Program Delivery Specialist, Education effectively utilizes available technology to support the delivery of high-quality live webinars, virtual, and on-site education offerings, providing insight and creativity as to how members can use the Board's virtual platforms, and applies best practice instructional strategies to achieve instructional goals. This individual maintains records, compiles data and statistical information, and prepares reports and presentations to facilitate the work of the education team, executing projects that inspire members' ongoing pursuit of wholeness and learning engagement with the Board.

The Ideal Candidate Possesses

- a bachelor's degree required; instructional design, education management, related field preferred;
- a minimum of two years strong experience providing logistical support to virtual (synchronous and asynchronous) and in-person education programs;
- a demonstrated understanding of virtual learning technology platforms and tool; Zoom, WebEx, AdobeConnect, Articulate Rise, or equivalent preferred;
- experience administering a learning management system or similar technology;
- proficiency in Microsoft Outlook, PowerPoint, Word, and Excel;
- familiarity with assessment, data analysis, and reporting;
- excellent verbal, written, and communications skills;
- strong editing, proof reading, problem-solving and organization skills;
- high energy and strong interpersonal skills; and
- an ability to effectively work remotely utilizing an uninterrupted internet connection, as required.

The Ideal Candidate Strongly Desires To Serve the PC(USA) with an ability to

- work as an effective team member;
- learn and understand the Presbyterian Church and its' connectional structure;
- establish and adhere to project schedules and adjust priorities as needed; and
- work simultaneously on multiple projects with excellent time management skills and a sense of urgency.

The Ideal Candidate Would Receive

- medical and retirement benefits, plus ...
 - a minimum of 22 days' personal leave, plus sick time and paid holidays
 - employer matching contributions to 403(b)(9) plan
 - up to 70 percent tuition reimbursement
 - health and well-being resources
- satisfaction gained from working for a service-oriented employer; and
- volunteer and other service opportunities in the community at large.

About the Board of Pensions

The Board of Pensions of the Presbyterian Church (U.S.A.) is committed to engaging the entire Church in becoming inclusive of diverse racial, ethnic, cultural, and language groups. As an agency of the Church, we share in and align with its values. Our staff is diverse in gender, ethnicity, religious beliefs, sexual orientation, and generation, reflecting the community around us. Our different perspectives foster creativity, and mutual respect enables us to execute the ideas that creativity generates.

Candidates from Presbyterian communities in the global south and other historic Presbyterian Communities of Color, preferably with theological training and fluency in languages other than English, are encouraged to apply.

View our [*Together Apart*](#) video and see and hear from prospective colleagues at the Board of Pensions. If you believe you have the professional and personal credentials to join us as a colleague and would like to support the Board of Pensions as we serve more, serve better, and serve the Church, please [apply](#).

The Board of Pensions of the Presbyterian Church (U.S.A.) is an equal opportunity employer.

The work environment is typical of an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. While performing the duties of this job the incumbent may expect to sit for prolonged periods of time. Close vision and manual dexterity are required to access data utilizing a personal computer or other electronic device.