



Education Specialist

The Education Specialist reports to the Director, Board University, and has responsibility for assisting in the design and delivery of education and training seminars to support targeted audiences in understanding and best utilizing the Benefits Plan. This individual will lead a variety of online and face-to-face educational opportunities and assist, support, and guide Church Consultants in fulfilling similar functions. To meet the objectives of the role, the Education Specialist will develop new subject matter and upgrade existing seminar content – including workbooks, presentations, and other training materials – in consultation with the Board’s Education team.

This is an exciting time at the Board of Pensions, where operations and programs are being restructured as part of a broader strategy for engaging with the Church. These changes coincide with shifts in congregational hiring patterns and denominational demographics that make organizational agility more important than ever. The education of members and employers is at the center of those efforts.

The Ideal Candidate Possesses

- a bachelor’s degree, master’s degree preferred;
- 5 years’ demonstrated understanding of group and adult learning processes, workshop planning, and curriculum development in both online and face to face environments;
- demonstrated knowledge of, or ability to be trained in, financial planning and components of the Benefits Plan and Assistance Programs; having a Certified Financial Planner (CFP) designation or equivalent training is a plus;
- excellent writing, presentation, and delivery proficiencies;
- strong leadership and organizational skills;
- a collaborative approach to delivering the education program of the Board;
- 5 years’ experience in and familiarly with the PC(USA) and congregational life;
- a capacity to connect Reformed theology with foundations of the Benefits Plan, congregational personnel practices, and financial practices for congregations and Plan members;
- working knowledge of learning management systems; and
- the ability to travel 50% of the time to conduct seminars.

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

- attention to detail;
- financial acumen;
- energy, intelligence, imagination, and love;
- the ability to work independently, while functioning as part of a centralized team;
- the ability to utilize metrics to track the effectiveness of the educational programs and recommend adjustments accordingly;

- the ability to absorb, communicate and apply a detailed knowledge of the Benefits Plan, Assistance Program, and other Board of Pensions resources;
- a strong interest in furthering individual development in the areas of benefits plans and financial planning; and
- maturity and calm in high-pressure situations.

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.

The Ideal Candidate Wants To

- build and maintain positive, trusting, and productive relationships with congregations, mid councils of the PC(USA), and other church-related employers;
- serve a number of diverse audiences/sectors;
- work on multiple tasks that require initiative and creativity; and
- be part of an organization moving boldly into the future.

The Board of Pensions of the Presbyterian Church (U.S.A.), an Equal Employment Opportunity employer, traces its roots to 1717, when Presbyterians established the Fund for Pious Uses to financially assist ministers and their families. It is a not-for-profit corporation under the laws of the Commonwealth of Pennsylvania and one of six national agencies of the General Assembly, the governing body for the PC(USA), which is the largest Presbyterian denomination in the United States. The agency administers the church Benefits Plan and Assistance Program, provides educational opportunities, and manages investments of approximately \$9 billion. The Board's 185 employees view themselves as part of the ministry of serving others who serve the Church. Every employee is focused on our members, PC(USA) church employers, and other PC(USA)-affiliated organizations that we serve.

Watch our [We Serve](#) video to 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 on the Church Engagement Team and would like to support the Board of Pensions as we serve more, serve better, and serve the Church, please contact Claire Anastase, Human Resources Generalist, at resumes@pensions.org.

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. Relatively frequent air, rail and automobile travel will be expected.