



POSITION SPECIFICATION

Position	Junior Analyst
Company	The Pension Boards – United Church of Christ, Inc.
Location	475 Riverside Drive, NY, NY
Website	www.pbucc.org

COMPANY PROFILE

The Pension Boards-United Church of Christ, Inc. an Affiliated Ministry of the United Church of Christ (“UCC”), provides retirement, disability, life insurance, medical, dental, and vision benefits for clergy and lay employees of the UCC, its predecessor religious denominations, and UCC-related organizations, through the administration of retirement and other benefit plans. As an Affiliated Ministry of the UCC, the Pension Boards can serve all other ministries of the UCC. The Pension Boards also acts as the investment-holding corporation and manages investments in commingled pools of common investment types.

Mission Statement

Operating at the intersection of faith and finance, we are caring professionals partnering with those engaged in the life of the Church to provide valued services leading to greater financial security and wellness.

Investment Program

The Annuity Plan for the United Church of Christ, a pension plan administered by the Pension Boards, is a defined contribution plan and is the primary retirement income vehicle for most plan members. In designing the plan and its investment structure, the Pension Boards focused primarily on long-term considerations to assist members in achieving an adequate level of income at retirement.

Application Instructions:

Qualified applicants are encouraged to apply by submitting a resume to: hr@pbucc.org with subject heading: **Junior Analyst**. Interested applicants can learn about the Pensions Boards <https://www.pbucc.org/index.php/menu-aboutus/career-opportunity>

For more information, visit our website at www.pbucc.org and stay connected to our [LinkedIn](#), [Facebook](#), and [Twitter](#) pages.



Position:	Junior Analyst	Incumbent:	(New Position)
Reports to:	Chief Investment Officer	Department:	Investments

Position Summary

The Analyst will support the investment programs (\$3.3 billion assets) of the Pension Boards, as well as a large internal United Church of Christ client, United Church Funds (UCF). These functions include, but are not limited to, supporting the investment team in data collection to support the selection, evaluation and on-going monitoring of external investment managers in all asset classes. The analyst will assist with presentations to investment committee and internal/external clients; duties will be accomplished mainly through interfacing with internal colleagues, and utilization of appropriate databases.

This position reports to the Chief Investment Officer (CIO). The Analyst will maintain a positive attitude and ability to consistently exceed expectations while interacting with all colleagues.

Core Responsibilities

- Maintenance of data for current and prospective managers for the PBUCC for traditional and alternative assets.
- Maintain internal database (cloud based) to keep track of required reporting from managers.
- Assist with operational issues such as fixed-income trades.
- Assist in preparation of board materials in advance of meetings and at other times when appropriate.
- Assist with data gathering to support financial writing and presentations including *News & Views* (employee and annuitant versions), quarterly communications, and annual reports for the PBUCC, economic and financial market analyses, ad hoc presentations, website articles and updates.

Qualifications & Requirements:

- Minimum undergraduate degree in business or related field
- Demonstrated analytical skills as evidenced by academic achievement and internship/job experience. Familiar with workings of markets and asset owner activities preferred.
- Highly organized
- Excellent Word, Outlook PowerPoint and Excel skills
- Displays a team-based and cooperative attitude
- Interest in principles of socially responsible investing (Faith and Finance initiative at PBUCC)
- Passion for investing and a strong desire to develop investment skills and judgment

Work Experience

- 1-2 years relevant experience preferred but will consider recent undergraduate.
- Proven and demonstrated analytical skills in internship or work roles.



Position Impact and Other Information

Position will work as part of a team affecting the retirement experience of up to 20,000 participants of the PBUCC Annuity Plan as well as the performance of United Church Fund clients. Expected time commitment may include overtime and on weekends.

[EEO Law Poster and Supplement](#)