

Director of Community Assistance and Mission

Calvary Presbyterian Church PC(USA) is a Matthew 25 church whose members are dedicated to being active disciples and making a difference in our community and the world. We have recently expanded our outreach opportunities through worship livestream and online technologies to assist in congregational and community communications.

We are seeking a Director of Community Assistance and Mission who will work closely with the Mission Committee and the Pastor to plan and implement distinctively Christian, community programs to help neighbors in need. The primary focus is on local needs but also includes activities for national and global needs as identified by the Presbyterian Church (USA) or related organizations.

This position is part-time (20 hours per week) and primarily Monday through Friday during regular office hours. Some evening and weekend hours will be required. Salary will be based on education and experience.

Requirements:

- Knowledge of local community services.
- Passion for helping care for the needs of those locally and globally.
- Passion for team building, community relationships, and generosity.
- Ability to multi-task and detailed oriented.
- Strong computer skills of Microsoft Suite, database software, and the ability to utilize technology appropriately as needed to meet the requirements of the position.
- Ability to self-direct and work as a member of a team.

Specifications:

- Work with, retain, and motivate volunteers.
- Ensure volunteers have the tools, information, and relationships they need to perform the ministry.
- Maintain clear and direct communication with relevant church ministries and staff members.
- Ability to write and implement a variety of content to support communications including brochures, newspaper articles, flyers, e-newsletters, website, and social media.
- Willingness to learn new technologies.
- Willingness to assist with routine office duties as needed to support the general operations of the church.
- Other duties as assigned.

How to Apply:

Submit Cover Letter, Resume, and Three Professional References to:

officecalvary@icloud.com or Calvary Presbytery Church 695 School Street Indiana, PA 15701