



Director of Mission & Outreach

Central Longmont Presbyterian Church – Longmont, CO

Part-time (approx. 20 hrs./week)

About the Position

Guided by our Purpose to “Know Jesus and Bless Our Community,” the Director of Mission & Outreach leads Central Longmont Presbyterian Church’s efforts in community service, mission, and environmental stewardship. This role oversees mission and earth care initiatives, manages benevolence support for neighbors in need, and builds partnerships with local organizations. The Director helps shape the church’s missional direction and invites the congregation into meaningful, hands-on service.

Key Responsibilities

- Lead and support the Mission Committee and Earth Care Team, including participation in budget planning.
- Build and maintain relationships with local and global mission partners.
- Communicate regularly with the congregation (brief updates in worship, written stories of impact, etc.).
- Coordinate mission-related learning and engagement opportunities.
- Lead the annual process of recertification to be an Earth Care Congregation and remain abreast of local environmental initiatives.
- Meet compassionately with individuals seeking assistance, distribute resources, and connect them with community agencies.
- Coordinate outreach efforts to underserved communities.
- Use social media and local media to share Central Longmont’s mission and increase its community visibility.
- Create and update the annual mission booklet and other mission-related communication.
- Collaborate with the Head of Staff and other leaders to maintain and grow integration of mission and outreach within the life of the church.

Due to the seasonal nature of church ministry, weekly priorities and work hours will vary.

Required Qualifications

- Demonstrated Christian faith and a heart for social justice, community outreach, and environmental stewardship.
- High school diploma or GED.
- Strong relationship-building, organizational, and communication skills.
- Public speaking experience (worship or community settings).

- Experience using social media and basic digital communication tools.
- Basic financial administration skills (e.g., tracking budgets, processing POs).
- Strong writing and project management skills.
- Emotional maturity, empathy, and healthy boundaries in working with people in vulnerable situations.
- Ability to work independently and collaboratively.
- Valid driver's license, acceptable driving record, and ability to pass a background check.

Preferred Qualifications

- Familiarity with the theology, structure, and polity of the Presbyterian Church (USA).
- Experience with church-based mission and outreach or similar nonprofit/ community work.
- Experience partnering with community organizations and underserved communities.
- Experience creating social media content or community engagement campaigns.

Physical & Other Requirements

- Ability to work at a computer, sit or stand for extended periods, and move around office and church spaces.
- Ability to read, write, and communicate clearly in English, in person and by phone or video.
- Occasionally lift and move materials up to 20 pounds.

Compensation & Schedule

Hours: Approximately 20 hours per week, hours will vary. Some evening and weekend hours (including Sunday mornings) are required.

Salary range for this non-exempt, part-time position is \$20,800–\$23,920.

Benefits include prorated health insurance premiums through the church's employee health program, an optional dental plan (100% employee-paid), and paid time off.

How to Apply

Submit a Letter of Application and resume to Rev. Dr. David Barker, Pastor and Head of Staff, at david@centralongmont.net.

Application deadline is September 25, 2026.