

COMMUNITY OUTREACH COORDINATOR (COC)

Position Description

Light Street Presbyterian Church

809 Light Street, Baltimore, MD 21230

Mission: The purpose of this position is to help Light Street Church (LSC) increase outreach and liaison within the Baltimore Community, encourage new church membership, and increase rental income to improve financial security.

Position Duties:

- Facility management:
 - o Use the LSC Facility Use Agreement to help secure tenants for our kitchen, meeting spaces, or other church spaces for their activities (e.g. weddings, receptions, etc.)
 - Groups might be LSC committees, members and friends, neighborhood / city organizations, and / or other businesses
 - o Maintain the church / office calendar regarding facility use
 - o Effectively communicate with the Pastor, the Buildings / Property Committee and / or Tenant Team, to assess and handle building needs / emergencies.
- Community outreach
 - o Assist LSC teams with publicity and communication needs when they have community events (e.g. creating and distributing fliers, checking / updating church calendar, etc.)
 - o Network with local businesses, organizations and event planners to generate interest in LSC space
 - o Distribute LSC information and events out to the larger community
 - o Obtain information to support church goals and activities (e.g. from vendors, Baltimore City, Baltimore Presbytery and other partner churches, local businesses and organizations)

Position Details:

- o Approximately 10 hours / week for 500 hours / year
- o Position is grant funded for one year, with the possibility of extension
- o Wage Range: \$20-\$25 per hour

Qualifications:

The successful candidate will:

- o have excellent organizational and communication skills, enjoy fundraising, public relations, and follow through on detailed administrative duties.
- o be a self-starter, demonstrating the ability to prioritize tasks with little oversight from other staff.
- o be an important church staff member and a community ambassador for Light Street Church.

About Light Street Church:

Located near Baltimore's Inner Harbor in Historic Federal Hill, Light Street Presbyterian Church (USA) is an LGBTQ+ affirming Christian community, committed to justice, peace, environmental sustainability, and passionate about our local and international mission.

To Apply:

Email your resume, cover letter, and two references to Rev. Kate Morrison at hello@lightstreetchurch.org.