

**WESTWOOD PRESBYTERIAN CHURCH**  
**10822 Wilshire Blvd., Los Angeles, CA 90024**  
website — [www.westwoodpres.org](http://www.westwoodpres.org)  
**Director of Mission and Outreach**

**Position Summary:**

Westwood Presbyterian Church (WPC) is searching for a talented and dynamic Director to head up their Mission and Outreach efforts. The Director will foster local and global community outreach partnerships while working side by side with the Mission and Outreach Committee to engage the greater congregation in outreach projects.

**About WPC:**

For nearly seven decades, Westwood Presbyterian Church has served the west side of Los Angeles with energy and compassion. Located just south of Westwood Village and the University of California, Los Angeles [UCLA] campus, WPC is a traditional and winsome Christian community, filled with the love of God for one another and a heart that “shows up” for our larger community. The love and grace of Jesus Christ is the center of our life together — thus we not only talk about it a lot, we do our best to be grace and share grace. Thus, we do not concern ourselves with boundaries that exclude. With generally progressive beliefs and behaviors, we welcome everyone, without exception. That makes us a diverse family, and we like it that way. We are committed to church's “main thing,” which is to do justice, love kindness and walk humbly with our God. We don't always get it right, but we keep at it, on behalf of our beautiful, broken world.

**Responsibilities include but are not limited to:**

- Develop and implement a comprehensive approach to engaging in our Christian call to ministries of justice and compassion;
- Provide leadership and vision for WPC's mission beyond the walls, working to develop, implement, evaluate and revise mission strategies and objectives;
- Involve church members in mission, be it for a day or three months or three years or a lifetime – the goal being that all members and friends of WPC would be engaged in one or more of our mission partnerships;
- Work with local, national and international agencies to develop regular opportunities for involvement of WPC members and friends;
- Deepen congregational commitment and generate interest in mission through worship, written communication, special events, volunteer opportunities, and educational forums;
- Develop and manage the mission budget and oversee all administrative needs.

**Candidates MUST have:**

- Bachelor's degree
- passion for their Christian faith;
- At least 10 years of experience in community relations, philanthropic or mission oriented work;

- Enthusiasm about church and a strong understanding of the unique and diverse needs of Los Angeles and the Westside;
- Ability to understand how our efforts and activities affect the global community;
- A heart and mind for compassion for all;
- Expertise with networking within the City of Los Angeles and maintaining an existing group of contacts for missional related activities;
- Excellent communicator (both verbal and written), strong attention to detail, organizational capabilities and follow through;
- Ability to thrive in a group setting with varied personalities and priorities; must be able to switch directions mid-stream if necessary;
- Effective leader, coach, facilitator, planner, problem-solver, and team builder;
- Excellent ability to delegate effectively and support volunteers as they fulfill their responsibilities;
- Be capable with a computer and willing to utilize technology to manage information and work tasks.

WPC is in an exciting time in our history and is looking forward to a flourishing future. This opportunity provides a chance to join a great group that is committed to developing an even stronger call to Mission. This is a part time, salaried role that will include Sunday mornings and occasional weeknight and weekend activities. We look forward to receiving your resume and cover letter, by email only, at [WPCSearch@westwoodpres.org](mailto:WPCSearch@westwoodpres.org). All qualified candidates will be contacted directly. No relocation will be provided.