

**BLACK ROCK CHURCH  
JOB DESCRIPTION**

**JOB TITLE:** Global Missions Associate Director

**JOB DESCRIPTION DATE:** April 2026

**JOB REPORTS TO:** **Missions Pastor**

**JOB CLASSIFICATION:** Full-time

**THE JOB:**

The objective of the Global Missions Associate Director role is to support the continued growth of the Black Rock Church Global Missions Program, focusing on those we send, the support of our Global Partners on the field, and the mobilization of our attenders to engage in giving, praying, and going.

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**WHO WE'RE LOOKING FOR:**

- Passion for the local church, effective ministry, and for serving
- Passion for global missions and people going to serve overseas
- Desire to see the gospel brought to the people throughout the world, especially those with the least access to the gospel
- Team player
- Strong skills in planning
- Strong interpersonal communication skills
- Strong time management skills
- Experience managing budgets with strong financial integrity and responsibility
- A self-starter with a passion to build an effective communication strategy
- Someone who enjoys travel
- Effective recruiter of volunteers
- Bachelor degree preferred
- Missions experience preferred (mission field or trips)
- Someone who will attend Black Rock services weekly
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement

**THE WORK YOU'LL DO:**

**Global Missions Communications**

- Create and execute a monthly plan (mainly through email, social media, and video) to communicate with BRC attenders.
  - Recruit a volunteer team that will help execute this communication strategy
  - Train and lead volunteers to assist with video editing
- Keep missions-related communication updated through Realm, the BRC website, social media, and the missions wall
- Provide opportunities for every BRC adult and family to engage in making a Missions Commitment including an annual financial giving pledge, prayer partnership with at least one Global Partner, and mission trip participation

- Assist in planning and executing our annual Missions Week through supporting volunteers and Board of Missions members in addition to planning and executing a broad promotional strategy in partnership with BRC's Communications Department
- Execute our strategy to engage those new to BRC and in the initial stages of church connection to understand our missions program and participate in our Missions Commitment

#### **Global Mission Trips**

- Help with the communication of Missions Trips throughout the year.
- Supports the back end of GoMethod and supporting Team leaders
- Assists in the planning and running of Missions Trips with the Missions Development Coordinator.

#### **Global Missions Board's vision support**

- Assist in accomplishing the 1-3 year goals of the Missions Board.
- Be a part of the planning and executing of the Global Missions Week. The 3 months of planning, the week of work and the follow up work after.
- Travel to visit Global Partners at least twice a year
- Help to lead Missions Trips for our level two and three trips.
- Help with planning of the yearly budget and reviewing the monthly financials along with the Global Missions Treasure.

#### **Community Engagement**

- Attend the Community Engagement monthly leadership meetings
- Collaborate with the Community Engagement Associate Director on long-term planning and vision casting.
- Help with the execution of the Community Engagement Weekend and 2 or 3 serving projects throughout the year.

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.*

#### **THE BIGGER TEAM YOU'LL JOIN:**

Black Rock Church is one of the largest churches in New England and has a dynamic 177-year history of helping people Love God, Love People, and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County, Connecticut, one of the most influential regions in the world.

At Black Rock Church, our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

## **Global Missions Associate Director (Full-Time)**

Black Rock is excited to be hiring a new position to help us within our Global Missions Team. This role will help us support the continued growth of the Black Rock Church Global Missions Program, focusing on those we send, the support of our Global Partners on the field, and the mobilization of our attenders to engage in giving, praying, and going.

The four primary aspects of the position involve managing all missions-related church communications, assisting in the execution of the Global Missions Board's vision, planning and assisting our 10+ yearly missions trips and supporting the strategic work of community engagement.

Email your resume, cover letter, and application below to: [jobs@blackrock.org](mailto:jobs@blackrock.org)