



## Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • [www.diomass.org](http://www.diomass.org)

**Job Title:** Young Adult Community Director

**Reports to:** Missioner for Youth and Young Adult Formation

**Effective Date:** March 31, 2026

**Salary Range:** \$50,000-\$55,000

**Category:** Part time (20 hours per week)

### **Job Summary:**

Mustard Seed Project, a new ministry in the Episcopal Diocese of Massachusetts, will cultivate regional, non-residential young adult formation and discipleship communities that nurture imagination, faith, and leadership development. These sacred, inclusive, and creative spaces will give young adults the space to worship together, engage in spiritual formation, and explore what it means to follow Jesus to lead lives grounded in God's justice, joy, and love. More information about the vision for the program is on our website: <https://formation.diomass.org/young-adult-ministry/>.

### **Supervisory Responsibilities:**

None

### **Duties/Responsibilities:**

This program equips young adults with the spiritual, relational, and leadership skills to live out their faith radically, lovingly, and compassionately. Through a commitment to transformative fellowship, shared formation, and service experiences, participants are empowered to embody the Gospel in the world.

### **Building Mustard Seed Project Structure and Programming**

- Work with the Mustard Seed Project Advisory Committee and Missioner to create the structure and guide for MSP for the first five years to spell out the years and stages of building the program based on the values and goals established by the Advisory Committee.
- Recruit young adults for the program with the help of the Mustard Seed Project Advisory Committee and diocesan staff.
- Work with congregations to become sites for young adult cohorts.
- Recruit and cultivate a group of mentors, spiritual advisors, and associates to help with the formation and leadership development of the young adult cohorts.
- Build relationships across the diocese with congregations, young adults, and campus ministries.
- Work with the supervisor and Advisory Committee to create the budget, staffing, and volunteer needs of the program
- Create and implement formation programming for the cohorts including retreats, gatherings and discernment opportunities.
- Work with the MSP Advisory Committee to fundraise and gain support for the program.

### **Broader Work of MSP Program Director**

- Keep the MSP program tied to the diocesan values to be a place of welcome, courage, justice, joy, and love. <https://diomass.org/our-mission>

- Work with Episcopal Service Corps for support, recruitment, applications, and program development
- Oversee the Budget and work with Advisory Committee and Diocesan staff on fundraising efforts for Mustard Seed Project
- Consult with Barbara C. Harris Camp and Conference Center and Society of St. John the Evangelist for retreats and programming opportunities.
- Keep in touch with the Province 1 formation network to help with recruitment and programming.

### **Diocesan Staff Expectations**

- Regular engagement with both supervisor to ensure communication and clarity around workflow prioritization.
- Arrange work schedule with supervisor to include two or three workdays onsite (including Wednesday) at the Diocesan offices, along with remote work.
- Participate in trainings, meetings, proceedings, and activities of the diocesan staff as directed by supervisor.
- Look for opportunities to collaborate with other ministry areas to the benefit of young adult ministry, of our congregations and of the life of the church overall.
- Adherence to all Diocesan policies and procedures.
- Other duties as assigned.

### **Required Skills/Abilities:**

- Ability to work independently and collaboratively.
- Familiarity with current best practices in young adult ministry.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite.

### **Core Competencies & Expectations**

All diocesan staff are expected to:

- Work some nights and weekends
- Act with trustworthiness, transparency, and accountability.
- Communicate clearly, kindly, and effectively.
- Collaborate across difference with openness and respect.
- Approach challenges as proactive problem-solvers.
- Balance strategic thinking with responsiveness.
- Follow all Diocesan policies and procedures of the Bishop's Office.
- Serve both the Bishop's Office and our worshipping communities with dedication.
- Bring a spirit of hospitality, joy, and humor to their work.
- Utilize project management, communications, and staff management tools effectively.
- Exhibit a deep commitment to the principles of diversity, equity, inclusion, and justice.

### **Education and Experience:**

At least 3 years of experience working in young adult ministry.

Bachelor's degree or equivalent combination of education and experience.

Theological Education is a plus.

### **Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.

Ability to travel within the diocese for programming.

Moderate lifting, as needed for office and church programming environments.

Reasonable accommodation will be made for persons with disabilities.

### **Compensation**

The salary range for this position is \$50,000 to \$5,000 annually for a half-time position.

The Diocese provides a generous benefits package including:

- Employer-sponsored medical and vision insurance
- Employer contribution to a 403b retirement plan
- Employer-paid disability insurance
- 4 weeks of vacation

### **How to Apply**

To apply, please send both a cover letter and resume to [hr@diomass.org](mailto:hr@diomass.org) with the job title in the subject line.