

TITLE: Hispanic Ministry Administrative Coordinator (15 hrs/week)

REPORTS TO: Pastoral Assistant for Administration

DATE: September 7, 2017

I. POSITION PURPOSE

Works collaboratively with the parish staff to provide administrative support to the Hispanic Community. Supports the Pastor in his ministry to the Hispanic Community. Assists in daily parish operations and recruits and trains volunteers for various committees and events as needed.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assists Spanish speaking parishioners who come into or call the office to answer their questions and direct them to the appropriate resources.
- B. Translates letters and correspondence for the pastor, parochial vicar and administrative staff
- C. Recruits, for the Pastor's (or his designated staff's) approval, members for the pastoral council, finance council and stewardship commission and members of the Hispanic Ministry Commission, staffing that commission.
- D. Prepare monthly bulletin, including parish announcements, important information, and prayers of the faithful for sacristan.
- E. Attends bi-weekly staff meetings, preparing for them ahead of time to report on what is happening in the Hispanic community, this includes communicating with other Parish staff (ie: youth ministry, religious education etc.) and chairing monthly meeting with the Hispanic community ministry coordinators.
- F. Work to ensure maximum coordination and connection with other parish groups (bulletin, announcements and events).
- G. Active member of the Liturgy Commission.
- H. Performs other duties as assigned.

