POSITION TITLE: Hispanic Ministry Coordinator

Opening Date: August 18, 2018

Closing Date: N/A

Location of Job: St. John the Apostle Catholic Church

Location Address: 417 Washington Street, Oregon City, Oregon 97045

Position: Part time, 18 hours

Position Summary:
Functions as an integral member of the parish staff, sharing responsibility for the needs assessment, decision-making, planning, implementation and operation of parish Hispanic ministries. Assists with the implementation of the National Pastoral Plan for Hispanic Ministry in collaboration with the pastor and parochial staff. Develops and organizes programs and strategies with the direction of the pastor or parish administrator for Hispanic ministries through catechetical formation and leadership training. Advocates for Hispanic needs in the parish and the community.

Primary Responsibilities:
- Maintains relationship and communication with local, area vicariate and archdiocesan.
- Serves as resource person for the parish pastoral and financial councils, Hispanic ministry committee, and programs in all matters that relate to Hispanic community and ministry.
- Consults and assists in the overall parish formation programs (e.g., catechetical, sacramental, initiation (RCIA) and liturgical programs,
leadership training, and human development) in collaboration with parish staff.

- Assists in the planning and preparation of various sacraments and liturgical celebrations with ministry coordinators.
- Assists the Pastoral Council in designing a process for welcoming and integrating Hispanics into the broader parish community.
- Assists and shares in ministering to persons in need (e.g., the sick, grieving, divorced and separated, widowed, poor) and handles emergency requests for assistance.
- Ability to recruit and train volunteers that collaborates with this ministry effort.
- Works with the pastor and/or business manager to develop and implement an annual plan/report/budget for Hispanic ministry in the parish.

Required Knowledge, Skills and Abilities:
Has a knowledge of Hispanic culture and community and the practices of Catholic ecclesial life and structure, as well as organizational and operational procedures. Ability to communicate fluently in Spanish (reading, speaking and writing at advanced level) and at least intermediate level in English; establishes and maintains effective working relationships with pastor & parish staff. Strong interpersonal skills, creativity, decision making, use of discretion, teamwork, negotiation, public relations, fostering the Church’s mission, independent judgment/action, supervising, problem analysis, theological/pastoral analysis and ability to handle multiple projects/priorities.

Minimum Qualifications:
Certificate in Hispanic ministry formation (two year program), with at least two years’ experience in parish ministry; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential functions. Practicing Catholic required. Bilingual and bicultural required.

Please send resume and cover letter to Rev. Maxy D’Costa at pastor@sja-catholicchurch.com to apply.