

OFFICE OF CATHOLIC CHARITIES DIOCESE OF EVANSVILLE

JOB TITLE: Outreach Specialist, Hispanic Populations

FLSA STATUS: Exempt, Full-Time

Primary Function

Designs, develops and delivers programs to improve the ability of Spanish speaking people to navigate and integrate well into the local communities of the diocese. Works with diocesan, business and civic personnel to develop an understanding, appreciation, and sincere practice of cultural diversity.

Duties and Responsibilities

In addition to the specific duties and responsibilities shown below, the Hispanic Outreach Specialist is responsible for complying with policies and procedures established by the Diocese of Evansville and external compliance entities.

Program Design and Delivery (80%)

1. Assess community care and navigation needs of the Latino population throughout the diocese.
2. Work with related parish, community, and civic organizations to design outreach programs and services that fulfill the greatest need.
3. Deliver, and oversee the delivery of education, health and other programs and services to Spanish speaking people.
4. Assist with translations for diocesan staff and community residents.
5. Identify, train, and maintain an active parish Hispanic outreach volunteer program.

Office Management (10%)

6. May oversees one of the Office of Hispanic Ministry's deliver sites including scheduling, acquisition of basic maintenance and office supplies and ensuring ongoing functioning of equipment.
7. Maintains output and outcome data on all programs offered at local site.

Hispanic Ministry Team Participation (10%)

8. Serve as a liaison between the Office of Hispanic Ministry and diocesan departments, staff members and parishes on matters related to serving the Hispanic people of the diocese.
9. Participate in departmental meetings and efforts on implementing services and programs to serve the Hispanic parishioners in the diocese.

Other

- 20 - 40 hours per week (a full-time staff person would be expected to work in remote location from their 'home base' two-three days each week)
- Weekend work required on occasion to fulfill the goals of the department

Reporting Relationship

- To Director of Catholic Charities with soft report to Director of Hispanic Ministry for coordination of activities

Minimum Qualifications

- Bachelor of Science or Arts degree in Spanish, social work, education or related field.
- Bi-lingual in English and Spanish.
- Exemplary personal relationship skills.
- Practicing Catholic in good standing.
- Expanded Criminal History Clearance.

Preferred Qualifications

- Bi-cultural.
- Experience in working directly with Hispanic/Latino people.

Signature of Employee

Date

Signature of Supervisor

Date