

## OFFICE OF HISPANIC MINISTRY DIOCESE OF EVANSVILLE

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**JOB TITLE:** Coordinator, Hispanic Faith Formation

**FLSA STATUS:** Exempt

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### Primary Function

Provides leadership and direction of the faith formation of Latino families throughout the diocese. Ensures the design, development and delivery of programs central to the ongoing faith development of Spanish speaking populations. Works with pastors, catechetical leaders and other diocesan offices and staff persons to meet objectives.

### Duties and Responsibilities

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

### Program Oversight and Delivery (70%)

1. Assess faith formation needs of Latino population throughout the diocese.
2. Work with related diocesan and parish staff members to design family faith formation programming, including presentations, seminars and retreats.
3. Oversee implementation of faith formation programming throughout the twelve counties of the diocese.
4. Assist Director of Worship with liturgical and ritual design and preparation (including translation if needed).
5. Identify, train, and maintain an active parish faith formation volunteer program.

### Parish Assistance and Outreach (15%)

1. Assists local pastor and staff members of parishes with significant Hispanic populations with Sunday Masses and auxiliary programming.
2. Provide community care assistance as needed before and after Sunday Mass at assigned parish(es).

### Service to Hispanic / Latino Coordination (15%)

1. Works with the Departments of Communications and Catholic Charities to ensure a coordinated plan of programs and services to the Hispanic and Latino populations in southwestern Indiana. (Immigration legal services and community outreach are housed in Catholic Charities; support staff is housed in Communications.)
2. Maintains output and outcome data on all programs.

**Other**

- 40 hours per week
- Weekend work upon assignment

**Reporting Relationship**

- To Chief Operating Officer

**Minimum Qualifications**

- Bachelor of Science or Arts degree in theology, religious studies.
- Fully (reads, writes and speaks) bi-lingual in English and Spanish.
- Three years of experience in faith formation/social work position.
- Strong personal relationship skills.
- Practicing Catholic in good standing.
- Expanded Criminal History Clearance.

**Preferred Qualifications**

- Master's Degree in relevant area.
- Bi-cultural.
- Experience in working directly with Hispanic/Latino people.

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Signature of Employee

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Date

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Signature of Supervisor

\_\_\_\_\_  
Date

(11-2018)