



The Catholic Diocese of Belleville

Job Description

POSITION NAME: Director of Hispanic Ministry	OFFICE: Hispanic Ministry
REPORTS TO: Vicar General	DEPARTMENT: Hispanic Ministry
CLASSIFICATION: Exempt	CURRENT EMPLOYEE: Open

GENERAL STATEMENT OF DUTIES: The Director of Hispanic Ministry promotes the full participation and integration of Hispanic Catholics in the life of the diocese and Church. The Director collaborates with other diocesan offices and agencies to provide leadership, consultation, expertise and support to parishes, schools, and other apostolates.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the Diocese as the needs of the Diocese and requirements of the job change.)*

1. Establish and maintain a vision and pastoral plan for Hispanic Ministry for the diocese in union with the Bishop of Belleville.
2. Provide collaborative and strategic leadership in order to advance the priorities of Hispanic ministry and other key diocesan plans and priorities.
3. Develop and maintain timely and effective systems of communication with leaders of Hispanic Ministry in parishes, schools, and agencies.
4. Establish a consultative body of Hispanic leaders who will assist in the planning, implementation, and promotion of the priorities of the Hispanic Ministry Office and the Diocese of Belleville.
5. Cooperate in the work of forming and supporting clergy who serve the liturgical and sacramental needs of Hispanic communities.
6. Support parishes and schools in developing faith formation, pastoral leadership, and evangelization ministries that serve the needs of Hispanic people and families.
7. Support and lead advocacy efforts that respond to the social and cultural wellbeing of the Hispanic community, working closely with other diocesan departments and agencies.
8. Collaborate with diocesan agencies, parishes, and schools in developing/selecting resources to serve the Hispanic communities in our diocese.
9. Create and manage a budget under the leadership of the Chief Financial Officer.
10. Manage staff, including employees and volunteers.

JOB SCOPE:

The position serves a leadership role within the Diocese of Belleville. As such, the director is expected to exhibit strong intercultural, management and community relations competencies. The director serves as a liaison between the Hispanic community and the diocesan leadership structures. As a diocesan representative, the director is expected to maintain a high degree of professionalism, ethical standards, and commitment to service, especially as it relates to engagement with other civic, academic cultural and religious institutions and communities.

SPECIFIC JOB SKILLS:

Practicing and fervent Catholic. Understanding of the pastoral needs and gifts of the Hispanic Catholic community. Values Hispanic spirituality, devotional life, and culture. Excellent organizational skills and ability to manage multiple tasks. Bilingual: Excellent Spanish/English language proficiency. Strong technical/computer and social media skills. Excellent interpersonal skills and ability to work with a team. Discretion, decision-making ability, and an attitude of service and welcome.

EDUCATION AND/OR EXPERIENCE

Essential qualifications include a practicing Catholic with thorough knowledge of Catholic teachings, practices, and organizational structures; Bachelor’s Degree in Theology, Ministry, or related field; 5 years’ experience in a related role demonstrating the knowledge, skills, and abilities to perform the essential functions. Bilingual Spanish/English essential. Graduate Degree in theology or ministry strongly preferred. Intermediate skill with Microsoft Office products and social media preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet. Light lifting, pushing, pulling and carrying items is required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, whenever possible, to enable individuals with disabilities to perform essential functions.

WORKING ENVIRONMENT:

Work is performed in an office setting where extensive close computer work is required. Modification to regular work schedule may be required to attend evening or weekend meetings and/or events.

SUPERVISORY RESPONSIBILITY:

Supervises the Hispanic Ministry Administrative Coordinator and provides direction to the work of numerous volunteers.

ACKNOWLEDGEMENT:

Discussion of this position description and receipt of a copy by the employee is hereby acknowledged.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

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