

# **ADMINISTRATIVE SUPPORT LATINO MINISTRIES - JOB DESCRIPTION**

## **QUEEN OF APOSTLES FAMILY OF PARISHES**

Our Lady of the Rosary – 17 Farragut Rd., Cincinnati, OH 45218  
St. James of the Valley – 411 Springfield Pike, Cincinnati, OH 45215  
Our Lady of the Valley – 330 W. Vine St., Reading, OH 45215

### **I. IDENTIFYING INFORMATION**

**Position Title:** Administrative Support Latino Ministries  
**Status:** Part-time, non-exempt, 12 months  
**Reports to:** Office Manager

### **II. PRIMARY FUNCTION**

To provide administrative and related office support to the clergy specific to the Latino Ministry needs of the parish family. This position is budgeted for 15 hours per week.

### **III. ESSENTIAL JOB FUNCTIONS**

- Must have ability to communicate fluently in both English and Spanish
- Must have basic knowledge of how the parish operates
- Must have ability to grasp quickly how the parish office functions
- Must have ability to learn to operate phone system
- Must have ability to honor and maintain confidentiality in all matters
- Must have knowledge and skill in using computers and Microsoft Office
- Must have good organizational skills
- Must have ability to meet deadlines
- Must have ability to relate to a variety of persons
- All other things deemed necessary by the clergy.

### **IV. QUALIFICATIONS**

- Active member, in good standing, of the Roman Catholic Church.
- High school graduate or equivalent
- Experience working with the public
- General clerical experience
- Previous training or applicable experience

## V. MISSION ALIGNMENT

**Mission:** Transformative union with Jesus Christ.

### **Core Values:**

1. **Mission over self:** The overall mission of the Church and of our parishes is our first consideration. At times, the broader mission requires that we let go of our preferences, encounter things that we fear, or change our ways of thinking or acting. We trust that sincerely supporting parish efforts will bear greater fruit than moving forward individually with our own personal missions, because God's grace is at work within His Body, the Church.
2. **Wholehearted devotion to Christ and His Church:** Everything we do begins with prayerful discernment, is sustained by petitions, and ends in thanksgiving to God for His graces—even if they were not the graces we expected. Regular prayer, especially meditation on the life and teachings of Christ, noticeably marks the lives of staff members. Fidelity to the Church's teachings and love of her traditions is the baseline for staff unity.
3. **Solution-Oriented:** Although difficulties and concerns need to be discussed openly and seriously, we should look for viable paths forward rather than letting problems reduce us to complaints. While remaining grounded in the reality of our situation, we support on-mission efforts boldly, trusting that God's grace will support us as we seek solutions and keep a positive attitude.

### **Strategic Anchors:**

1. **Clear path of discipleship:** Except in extraordinary cases, becoming a disciple involves stages of instruction, application, and commitment. We prioritize opportunities at our parishes which address the needs of individuals at each stage in this journey. Staff members should seek to know how to accompany and/or where to direct others at any stage in their faith journey.
2. **Focus on family formation:** Without excluding other initiatives, we keep a priority on initiatives that will help families with children to grow in their knowledge and practice of the faith during formative years.
3. **Comprehensive Catholic culture:** We build community beyond the obligation of attending Mass, centered on the sharing of spiritual goods. We make full and faithful use of the Church's rites, sacramentals, and traditions and provide teaching on how to draw fruit from them. We nourish a rich practice of the liturgical year, to include fasting and in feasting. We encourage a regular sacramental life and joyfully share the story of the Church and her saints.

## VI. WORKING ENVIRONMENT

The normal work week varies at the support needs of the clergy, but not to exceed 15 hours per week.

Employees of the Queen of Apostles Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the parish family. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.

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Employee Signature

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Date

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**Supervisor Signature**

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**Date**