

ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

POSITION TITLE: Associate Director for Hispanic Evangelization

EFFECTIVE DATE: 8/26

DEPARTMENT: Communication & Evangelization
(Center for the New Evangelization)

POSITION SUMMARY:

The Associate Director for Hispanic Evangelization works in conjunction with the Hispanic Evangelization Team to live and execute the vision and mission of the Center for the New Evangelization in the Archdiocese of Cincinnati. The Associate Director serves the mission by coordinating adult evangelization efforts for Hispanics.

The Associate Director collaborates closely and congenially with the entire staff of the Center for the New Evangelization (CNE) and the Department of Communication & Evangelization, as well as other archdiocesan offices. The Associate Director must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine. Passion for the Catholic faith and sharing it with others.
2. A background in catechesis, evangelization, and theology; must have earned a bachelor's degree in either Theology or Religious Studies.
3. A minimum of six years' experience in teaching or parish ministry is required.
4. Fluent in Spanish and proficient in English with an extensive knowledge of Latino cultures.
5. Must have the ability to relate well to people. Strong interpersonal, presentation, teaching, and leadership skills.
6. Must be willing to work evenings and weekends.

DUTIES & RESPONSIBILITIES:

- 1.* Maintain professional knowledge of catechesis, evangelization and theological developments through reading, research, study and possibly by attendance at professional conferences and meetings.
- 2.* Assist in the coordination of recurring classes of formation and occasional workshops, including but not limited to:
 - a. Communication and recruiting
 - b. Facilitating courses, teaching and grading projects and papers
 - c. Mentoring students
- 3.* Assist in the Coordination of Hispanic Evangelization programs, including but not limited to:
 - a. Planning and facilitating Retreats, Missions, Bible Studies, and small groups
 - b. Trainings for OCIA, Sacramental prep, Marriage Prep, youth, family, and adult evangelization

- 4.* Provide networking, training, and formation opportunities for parish leaders with Hispanic communities.
- 5.* Encourage all parish leaders to develop the skills to work with Hispanics in the local community.
- 6.* Work with the leadership of parishes that have a sizable number of Hispanics living in their parish boundaries to provide outreach to them and invite them to become regular members of the parish community.
- 7.* Consult with and assist parishes that are developing catechetical programs for Hispanic children and adults.
8. Collaborate with the Office of Vocations to promote vocational discernment within the Hispanic communities.
9. Offer advice and collaboration within the archdiocesan Pastoral Center to assist in Hispanic evangelization efforts.
10. Actively participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned by the Managing Director for Hispanic Evangelization.

SUPERVISION RECEIVED: Reports to the Managing Director for Hispanic Evangelization

SUPERVISION EXERCISED: None

*** DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. 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.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date