

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Associate Director for  
Hispanic Evangelization

**EFFECTIVE DATE: 7/21**

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

**POSITION SUMMARY:**

The Associate Director for Hispanic Evangelization promotes and safeguards the teaching mission of the Church and exercises this teaching authority as delegated by the Archbishop. The Associate Director is expected to develop a strong understanding of the Hispanic Catholic communities across the archdiocese and build productive, collaborative relationships within those. The Associate Director assists the Managing Director for Hispanic Evangelization in providing diocesan oversight for Hispanic ministries in parishes and catechetical formation and certification for Hispanic leaders.

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 for Hispanic Evangelization 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.
2. Master's degree in Theology or Religious Studies.
3. A background in catechesis, evangelization and theology. A minimum of 6 years' experience in teaching or parish ministry required.
4. Must be fluent in Spanish and English and have an extensive knowledge of Latino cultures.
5. Must have the ability to communicate and relate well with people. Strong interpersonal, presentation, teaching and leadership skills.
6. Team player; collaborative and enjoyable; pleasant and responsive; builds productive and mutually respectful relationships; creates trust.
7. Reliable; employs good judgment; meets deadlines; attends to duties as expected and communicates any barriers or difficulties as quickly as possible; must be able to manage multiple projects concurrently.

**REPORTS TO:** Managing Director for Hispanic Evangelization

## **DUTIES & RESPONSIBILITIES:**

- 1.\* Maintain professional knowledge of education, evangelization, leadership formation and theological developments through reading, research, study and attendance at professional conferences and meetings.
- 2.\* Assist in the coordination of *Curso de Lizerazgo y Discipulado*, including but not limited to:
  - Teaching and development of course materials
  - Communication and recruiting
  - Facilitating courses and grading projects and papers
  - Mentoring students
- 3.\* Assist in the coordination of Hispanic evangelization programs, including but not limited to:
  - Planning/facilitating courses of study, retreats, missions, Bible studies, and small groups
  - Trainings for RCIA, sacramental prep, quinceañera formation, marriage prep, and youth, family, and adult evangelization
- 4.\* Provide networking, training, and formation opportunities for leaders of parishes with significant Hispanic communities.
- 5.\* Encourage all parish leaders to develop the requisite skills to work with Hispanics in the local community. Work with the leadership of parishes that have a sizable number of Hispanics living in their boundaries to provide methods for outreach to invite them to become regular members of the parish community.
- 6.\* Consult with and assist parishes that are developing catechetical programs for Hispanic children and adults.
- 7.\* Review and evaluate catechetical materials in Spanish for catechists and students, and advise parish leaders regarding these materials.
- 8.\* In collaboration with the Directors of the Offices of Vocations, Consecrated Life and the Permanent Diaconate, promote discernment of priestly, religious and diaconal vocations within the Hispanic communities.
9. Develop a course of studies for a Spanish diaconate formation program in collaboration with the Managing Director for Hispanic Evangelization team, including development of a curriculum and course materials. Teach in the resulting formation program and provide an educated assessment and appraisal of candidates for diaconate ordination.
10. Be an advocate for Hispanic Catholics. Offer advice and collaboration within the archdiocesan Pastoral Center to assist in Hispanic evangelization efforts.
11. Assist the Office of Divine Worship & Sacraments, under the direction of the Managing Director for Hispanic Evangelization, to provide various liturgical formation workshops.
12. Actively participate in the ongoing mission of the CNE. Participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned from time to time by the Managing Director for Hispanic Evangelization.

