

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Coordinator for Hispanic Youth Ministry

EFFECTIVE DATE: 10/22

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

POSITION SUMMARY:

The Coordinator for Hispanic Youth Ministry is a critical member of the Hispanic Evangelization Team who works to live and execute the vision and mission of the Center for the New Evangelization in the Archdiocese of Cincinnati. The Coordinator serves the mission by coordinating archdiocesan youth and young adult evangelization efforts for Hispanics and supporting Hispanic youth and young adult evangelization efforts in parishes.

The Coordinator 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 Coordinator for Hispanic Youth Ministry 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. Bachelor's degree in Theology, Pastoral Ministry, Religious Education or related field.
3. Youth ministry experience or the equivalent; knowledgeable about ministry to Hispanic youth.
4. Must be fluent in Spanish and English with an extensive knowledge of Hispanic culture.
5. Proficient in modern forms of media (e.g. social networking, online publication, etc.).
6. Strong communication (written and verbal), organizational, interpersonal and administrative skills are essential.
7. Team player; collaborative and enjoyable; pleasant and responsive; builds productive and mutually respectful relationships; creates trust; is open to constructive coaching and direction.
8. Reliable; employs good judgment; meets deadlines; attends to duties as expected without day-to-day oversight and communicates any barriers or difficulties as quickly as possible; must be able to manage multiple projects concurrently.
9. Hungry; looks for opportunities for personal growth; seeks formation in all areas that could be useful to the position; seeks further schooling if lacking in a particular area.

REPORTS TO: Managing Director for Hispanic Evangelization

DUTIES & RESPONSIBILITIES:

- 1.* Promote well-rounded youth formation (evangelization, catechesis and discipleship) in parishes with Hispanic young people, while providing the necessary education, mentoring, formation, consultation and accompaniment to archdiocesan parishes and their youth volunteers.
- 2.* Support and encourage events for Hispanic youth and young adults, working in conjunction with local partners.
 - Coordinate archdiocesan Quinceañera retreats
 - Coordinate Hispanic "Behold" young adult events
- 3.* Mentor, support and equip Hispanic leaders who are engaged in youth and young adult evangelization efforts in the parish or Archdiocese.
- 4.* Provide support, resources, training and best practices for preparation for the Sacrament of Confirmation.
- 5.* Assist the Hispanic Evangelization Team in providing networking, training and formation opportunities for parish leaders with Hispanic communities, especially regarding Hispanic youth and young adult evangelization.
- 6.* Review and evaluate Spanish-language catechetical materials for catechists and students and consult with parish leaders regarding these materials.
7. Help the Office of Vocations to promote vocations within the Hispanic communities.
8. Must be able to travel to all areas of the archdiocese and work some weekends and evenings.
9. 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.

SUPERVISION RECEIVED:

Works under the direction of the Managing Director for Hispanic Evangelization.

SUPERVISION EXERCISED: N/A.

*** DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:

Salary
260 days

7 hours per day
12 months

35 hours per week

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.

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| _____ Employee Signature | _____ Printed Name | _____ Date |
| _____ Supervisor Signature | _____ Printed Name | _____ Date |