

Archdiocese of Louisville

Position Description

Agency: Hispanic Ministry

Number Supervised: 0

Position Title: Secretary

Status: Full Time – Non-Exempt

Accountable to: Director of Ministry

Minimum Hours Per Week: 35

I. Position Summary:

To provide support in the pastoral ministry for and with the Hispanic community.

II. Primary Duties and Responsibilities:

- Assist the director of Hispanic Ministries in implementing goals/recommendations mentioned in various plans such as the Archdiocesan Strategic Plan, Archdiocesan Pastoral Plan for Hispanic Ministry, Hispanic Ministry Plan of Action, National Pastoral Plan, and V Encuentro Proceedings and Conclusions.
- Attend scheduled meetings and take minutes.
- Collaborate on planning office activities and implementing programs/retreat/events.
- Collaborate with parishes to have young adult councils to listen from them, plan with them, communicate, and create commitment.
- Promote and coordinate participation in diocesan programs/retreats/events for youth and with young adults.
- Perform other duties as assigned.

III. Position Qualifications and Competencies:

- Bilingual Spanish and English.
- Knowledge of the Hispanic culture.
- Bachelor's degree preferred.
- Experience in pastoral ministry preferred.
- Flexible schedule.
- Work from a team perspective.
- Able to multi-task multiple projects.
- Good listening skills.
- Have computer and social media skills (Word, Excel, Power Point, Publisher, Google docs; Facebook, Twitter, Zoom)
- Must be an active, practicing Catholic.