Job Description for the Assistant to Latino Ministry
At Christ Church Cathedral

This is a Part-Time (24 hour per week) position. Typically Monday thru Friday but may need to be adjusted occasionally to include evenings and/or weekends.

The Assistant to the Latino Ministry will work under the supervision of and report directly to the Canon Missioner for Latino Ministry.

Duties of the Assistant for Latino Ministry include but are not limited to:

- To assist the Canon Missioner for Latino ministry.
- To be available to assist any other Clergy serving the Latino Congregation as needed.
- Will be responsible for maintaining the Latino Ministry Calendar.
- Will also be responsible for adding all events to the Program Calendar.
- Will be responsible for producing any written information in both Spanish and English which is to be made available to the Latino Congregation.
- Responsible for producing the mid-week Bilingual Service leaflet.
- Will coordinate with the Communications Department regarding all social media communications related to the Latino Ministry.
- Will be responsible for interacting with the other ministries of Christ Church Cathedral (under the guidance of the Canon Missioner for Latino Ministry) to determine what events and/or programs may be relevant for the Latino Congregation.
- To identify and assist with the coordination of Safeguarding the Latino Ministry Volunteers.
- All other duties as assigned by Canon Missioner for Latino Ministry

Requirements:
Must be a least a high school graduate. Higher education is a plus
Must be proficient in Spanish and English
Prior experience although not required is a plus

Skills:
Good communication skills in both Spanish and English to include speaking, reading and writing.
Good computer skills a must.
Multicultural experience is a plus.