

**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.