

**SAN ROMERO EPISCOPAL CHURCH**  
At St Christopher's. 1656 Blalock Road, Houston, Texas 77080  
713.465.6015 [romeroepischurch@gmail.com](mailto:romeroepischurch@gmail.com)

**Job Title:** Pastoral Associate for Migration  
**Date Revised:** August 17, 2020  
**Job Reports To:** The Vicar  
**Classification:** Regular, Full-Time, Non-Exempt  
**Hours:** Regular weekday office and weekends as needed.

**General Duties**

The Pastoral Associate will create a network of partners to support the ministry to migrants. This person will be the liaison between San Romero and other churches and institutions in service to migrants. The Pastoral Associate will work side by side with our Vicar on ministering to migrant families in our community. This person will oversee the assistance to migrant families, train and coordinate volunteers, and manage financial and other donations.

**Responsibilities**

Pastoral Role

- Create partnerships with other Episcopal Churches, with other denominations, and with local civic and government entities already serving migrants.
- Work side by side with the vicar in the pastoral ministry of San Romero
- Be a permanent pastoral presence with the members of the church
- Teach the Episcopal faith in diverse settings and contexts
- Recruit, train and supervise volunteers
- Coordinate direct assistance to migrant families
- Coordinate and create events and programs (ESL, Parenting, Health Fares, workshops, etc.)
- Be a liaison in the creation of a Migration Resource Center
- Other responsibilities as directed by the vicar

Manage funds

- Search for financial resources, create and manage funds for direct assistance to migrant families
- Seek and apply for grants
- Coordinate Finance Reports and budgeting process
- Coordinate funding and support to migrants with other entities

Manage the Office

- Manage all processes and organization of the office
- Maintain contact and service files
- Manage office supplies and office equipment
- Maintain records of services to those who are served

**Qualifications**

- Fluency in English and Spanish
- Excellent communication skills, oral and written in Spanish and English
- Experience in Pastoral Ministry (Degree preferred)
- Experience in working with migrants
- Computer literacy
- Ability to work with volunteers and public
- Ability to work unsupervised

**Compensation and Hours**

Compensation (salary and benefits) will be set in accordance with experience and skills. This is a full-time position to be evaluated annually.

**References.**

Please include three references with complete contact information.

Please send your resume to [romeroepischurch@gmail.com](mailto:romeroepischurch@gmail.com)