

PARISH:

TITLE: *Hispanic Coordinator*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Acts in collaboration with, the Pastor's Assistant, Parochial Vicars and parish office staff for maintenance of records, report generation, written and verbal communication and interpretation to ensure the direction of the Parochial Vicar. Promotes a team environment through active participation in ongoing communications, demonstrates a positive attitude and mutual respect through adherence to established policies, procedures and protocols.

II. ESSENTIAL POSITION DUTIES:

- A. Provide administrative services to include sacramental record recording, record retention and certificate preparation for the Hispanic\Latino community.
- B. Assists in the reporting of quarterly and annual events and activities sponsored or participated in by the Hispanic community councils, commission, committees', prayer groups and trainings.
- C. Assures preparation of the weekly parish articles for the Hispanic community for publication in the Region wide Bulletin. Works in partnership with the Parish Secretary and Bulletin Editor to ensure weekly preparation and distribution of the regional Bulletin. Reports all monies received or collected at the Hispanic Masses for report on the Weekly bulletin including but not limited to sacrificial giving and Annual Catholic Appeal participation.
- D. Acts as primary collector of all material fees (Sacramental and Faith Formation) special fund raisers and donation for the Missionaries.
- E. Supports volunteers (leaders, teachers, coordinators) and Pastor's delegate in the development and implementation of programs directed by the Pastor.
- F. Assist Parochial Viars, Deacons and/or delegates in sacramental preparation.

- G. Maintains the Parish Database System to ensure the timely completion for all new Hispanic/Latino family registrations, making name/address changes, additions and deletions as needed. Works in cooperation with the Parish Secretary for recruiting and training of volunteers to input the weekly sacrificial giving fund received.
- H. Recruits and trains volunteers to assist Parish Secretary as first point (Spanish speaking) of contact to callers and visitors needing assistance with various information regarding Mass times, Sacramental Preparation Programs, meetings with Pastor, Parochial Vicars, Deacons or others within the Regional Parish Staff.
- I. Assists with answering telephone and greeting visitors and assisting them or
- J. referring those in need to social agencies when appropriate.
- K. Assists with records for key distribution and collection, for facility use to include all Parish wide ministries.
- L. Assist with facility scheduling when needed.
- M. Coordinates volunteers as needed for parish administrative projects.
- N. Prepares letters, forms, and brochures and other correspondence, in Spanish for the office. Provides support for bulks mailings.
- O. Other duties as assigned

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____