

**Position: (Exempt level) Full-Time**  
**Hispanic/Latinx Ministries Coordinator**

**Summary Description of Position:**

Coordinates the Hispanic/Latinx Ministry for the Pacific Northwest Conference and serves as a consultant to the Greater Northwest Area Cabinet.

**Reports to:** Executive Director of Connectional Ministries.

**Field supervisor:** Seven Rivers District Superintendent

**Consults and Partners with:**

Commission on Hispanic and Latinx Ministries, Conference Leadership and Staff, District Superintendents, Innovation Vitality Team (GNW)

**Responsibilities:**

*Strategic Actions:*

1. Bring a fresh perspective and approach to Hispanic and Latinx ministries.
2. Co-develop with partners and leaders, implement and evaluate a Conference Plan for Hispanic/Latinx Ministries.
3. Develop and lead ministries of advocacy and social justice for immigrants.
4. Give voice to Hispanic/Latinx communities and their concerns.
5. Work closely with District Superintendents and the Innovation Vitality Team to encourage the development of Hispanic/Latinx faith communities.
6. Maintain a connectional staff presence in the Seven Rivers District.

**Leadership Development:**

1. In Ministry With - Hispanic pastors/mentors, Hispanic Lay Missioners and Lay Leadership which includes pastoral support, peer learning, collegiality, assessment and accountability.
2. Develop training processes focused on Hispanic/Latinx ministries with the PNW Office of Connectional Ministries and the Innovation Vitality Team of the Greater Northwest.
3. Coordinate and help implement the National Plan for Hispanic/Latinx Ministry.

**Congregational Development**

1. Co-Develop strategies for expansion of existing and future Hispanic/Latinx Ministries
2. Nurture relationships with and among boards, agencies and congregations involved in Hispanic/Latinx Ministries.

**Stewardship and Accountability**

1. Initiate financial development; includes budgeting, grant writing, applications or project funding, monitoring of results, and integrating resources from various funding resources.
2. Monitor budgets and outcomes relating to Hispanic/Latinx ministries.

**Connects as Liaison to:**

1. The National Plan for Hispanic/Latinx Ministry.
2. Western Jurisdiction Hispanic Ministries.
3. Greater Northwest Episcopal Area Extended Cabinet.
4. PNW Hispanic Ministries Executive Team.
5. Conference-related boards, agencies and congregations supporting Hispanic/Latinx ministry.
6. Other duties as assigned.

**Travel: 35%**

**Based: Seven Rivers District**

**Salary Range – DOE**

**Send application letter and CV to: [dvalera@pnwumc.org](mailto:dvalera@pnwumc.org)**

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**Required Education, Experience, and Skills:**

- Bachelor's degree or equivalent in Pastoral Ministry, Theology, Religious Education, Community Organizing or similar course of study that would demonstrate a current basic knowledge of ministry in aspects of theology, organizing, teaching and advocacy. Master's degree preferred.
- Demonstrated successful leadership experience enabling staff and volunteers to accomplish goals through collegiality and team organization;
- At least five years of successful experience leading and directing successful multicultural programming
- Bilingual Spanish/English fluency required
- Knowledge and comfort in the use of computers and digital communication tools
- Possesses a valid driver's license and the ability to travel frequently

**Desired Knowledge, Skills and Abilities:**

- Knowledge of The United Methodist Church at the national, regional and local church level
- Knowledge of Hispanic/Latinx ministry programming for all age levels
- Knowledge of networks and resources to support local church ministry with Hispanic/Latinx community
- Demonstrated leadership abilities including collaborative team-based skills, organizational abilities and conflict management skills
- Understanding of group process and demonstrated facilitation skills
- Demonstrated skill in oral and written communication
- Demonstrated flexibility and ability to lead through change
- Ability to see the large vision and to manage the details

**Required Personal Characteristics:**

- Must be hard working, passionate and teachable
- Willingness and ability to support the mission of the Church, giving special attention and preference to Hispanic/Latinx cultural groups
- Commitment to ongoing spiritual formation and continuing education
- Mature faith, able to embrace diversity
- Good health, able to work some evenings and weekends