



**JOB DESCRIPTION:** Pastoral Associate for Hispanic Ministry

**Position Title:** Hispanic Minister

**Opening Date:** September 1, 2017

**Location of Job:** St. Henry Catholic Church

**Location Address:** 346 NW First Street, Gresham, OR 97030

**Department / Office:**

**Position:**  Full Time       Part Time       Temporary

**Position Summary:** St. Henry Parish has an immediate opening for a Hispanic Minister for 18 hours per week.

**Job Duties:**

**Preferred Skills / Education:**

1. Specific job skills include a knowledge of Hispanic culture and practices of Catholic ecclesial life and structure
2. Ability in organizational and operational procedures
3. Ability to communicate fluently in both Spanish and English
4. Possess strong interpersonal skills
5. Ability to serve as a resource in all matters that relate to Hispanic community and ministry
6. Serve as a consultant and staff for all Hispanic formation programs
7. Ability to recruit and train volunteers
8. Work with the pastor in implementing annual plan/report/budget for the parish Hispanic ministry
9. Background and education commensurate with the demands of an office

For consideration, please send resume and cover letter highlighting how your experience and education meet the above requirements to: [czach@archdpdx.org](mailto:czach@archdpdx.org).

St. Henry Catholic Church  
Attn: Pastor  
346 NW 1<sup>st</sup> Street  
Gresham, OR 97030  
Website: [www.sthenrygresham.org](http://www.sthenrygresham.org)