



Diocese of Joliet JOB DESCRIPTION

Title: Secretary for Hispanic Ministry

Agency: Hispanic Ministry Office

Supervision: Director of the Office of the Hispanic Ministry

Job summary: Maintains all files and correspondence for the office, and represents the office when Director is not available. Records minutes for Agency meetings and programs.

Duties and Responsibilities:

1. Gives assistance as necessary to requests in person or by phone.
2. Co-administer Capacitación Pastoral – Adult ministry formation program:
 - make up and distribute brochures; handle all registrations and records for program
 - attend all class days
 - maintain data base for program; maintain lists of graduates; administer all details of the annual summer week-long programs
3. Set up all meetings for Consejo, Pastoral Agents, and other office meetings; and prepare bi-lingual agendas and minutes.
4. Prepare all materials for above meetings. Attend all meetings as participant. Send reminders to all participants.
5. Maintain filing system, display and distribute all materials, books, etc. related to the Office.
6. Process bills and keeps ledger current.
7. Translate all materials from other Agency Offices upon request.
8. Translate Bishop's letters that appear on the J.O.B. and send to parishes that have Hispanic communities
9. Order all books and materials necessary for the office and for classes.
10. Duplication and mailing of all office correspondence that cannot be sent by E-mail.
11. Keep E-mail addresses up to date for the office listings.
12. Make up and keep current the Quinceañeras and Spanish Engaged Encounter brochures and distribute to parishes. Process all registrations and payments.
13. Update Directory
14. Update Website information.

Qualifications:

Minimum high school education. Must have previous office experience along with excellent computer and typing skills. Must possess good telephone and communication skills, and must be bi-lingual and have excellent written and verbal communication skills in English and Spanish, and be able to translate from English to Spanish in verbal and written form.

Working conditions:

This is a full time position with benefits- Normal work hours: Monday to Thursday 8:00 am – 4:30 pm; Friday 8:00 am – 1:00 pm- Flexible hours to accommodate some work on Saturdays during Capacitacion Pastoral classes and Diocesan Hispanic Consejo evening meetings. Qualified and interested applicants send resume, cover letter and salary requirement to:

nsiemers@dioceseofjoliet.org
Office of Human Resources
Nancy Siemers, Director
St. Charles Pastoral Center
402 S. Independence Blvd.
Romeoville, Illinois 60446-2264