

## **Hispanic Coordinator Administrative Assistant**

### **Position Summary**

This is a part-time hourly position that serves as Hispanic Coordinator Administrative Assistant for the Virginia District. This position reports to the Hispanic Ministries Coordinator, is managed by the DRC Executive Administrative Assistant, and is answerable to the Virginia District Superintendent. The primary purpose of this position is to provide administrative support to the ministry. Due to the nature of the position, the individual who holds this position must be bilingual in Spanish and English.

### **Major Job Duties and Responsibilities**

This position's primary responsibilities will include, but not be limited to, the following.

- Provide administrative support to the ministry. This includes maintaining the schedule and calendar of Hispanic Ministries as well as performing other administrative duties.
- Draft, type and send out correspondence.
- Place and respond to phone calls.
- Provide assistance in the arrangements for meetings, classes, conferences, workshops, and camps including logistical arrangements as well as contacting those involved to schedule the meetings.
- Recruit, organize and lead groups of volunteers for occasional office help and special projects.
- Translate district promotional materials, documents, and forms.
- Develop and maintain a database for the Hispanic Theology Institute, pastors, and district leadership.
- Maintain up-to-date (physical & online) records for the Hispanic Theology Institute, order books, and prepare class manuals.
- Support the DRC Admins as needed.
- Special projects as assigned by supervisor.

### **Expectations**

- If a member of a Church of the Nazarene, regular attendance at weekend service.

### **Skills Required**

- Strong organizational skills; proven attention to detail. Excellent proofreading skills.
- Previous administrative experience; high level of confidentiality.
- Computer experience and working knowledge is required as most work will be performed using a computer.
- Experience in using multiple applications including Microsoft Office Suite, Adobe Acrobat Pro, Google Chrome, Google Calendar, Forms, Dropbox, Mail Chimp or Sendinblue, SurveyMonkey, ZOOM, website maintainance is preferred.
- Comfortable in a fast paced environment performing multiple tasks, clerical duties, taking memos, communication to pastors/district, maintaining files, and organizing documents; copying, scanning, collating, electronic filling, etc. as needed to meet deadlines.
- Self-directed and able to work without supervision.
- Bilingual in Spanish and English.

### **Pay Grade**

This is a hourly, administrative/ministerial position and remuneration is based on the experience, expertise and qualifications of the person selected for employment.

## **Other**

An extremely important aspect of all staff positions is the spiritual character and integrity of the individual who serves in the position. The individual should demonstrate administrative skills, be a team leader, possess spiritual sensitivity, and exhibit these qualities in everyday life. The individual acknowledges the responsibility to act in the best interest of the Virginia District Church of the Nazarene at all times and is expected to conduct his/her private and public life in a manner which will not embarrass the church. The ministerial staff member is expected to demonstrate daily through his/her lifestyle a vital experience of salvation and sanctification and is expected to share his/her faith, promote the spiritual good of the church, serve the community, and express the love of God to those with whom he/she has contact.

## **Attendance Required**

- Weekly District Staff Meeting
- Hispanic Family Camp

## **Attendance Required as Needed**

- District Assembly
- Credential & Studies Board Meetings
- Hispanic Ministry Huddles (Desarrollo Pastoral)

## **Working Hours**

- 15-20 hours per week
- Some flexibility with work schedule by prior arrangement
- Possible occasional telecommute when appropriate and approved

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