



The Eastern Pennsylvania Conference
The United Methodist Church

Ministry Title: Coordinator of Hispanic/Latino Ministries		
Supervisor: Director of Connectional Ministries		
Salary Grade: D	FSLA: Exempt, 10 Hours per week	Salary Range: \$10,000 - \$12,000

Summary This position coordinates the work of Hispanic/Latino Ministries

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Reports regularly to the Latino Commission
- Interpret and advocate for Latino/Hispanic Ministries
- Oversees the work of, and acts as liaison to, the conference Latino Commission.
- Identify and enlist Hispanic/Latino candidates for ministry within the Latino Churches or new congregations.
- Organize and coordinate training events in collaboration with the Latino Commission and ETEL (Escuela Teológica Evangélica Latina)
- Consult with Cabinet on matters related to Hispanic/Latino Ministries and their pastors.
- Support and monitor the National Hispanic/Latino Plan with the Latino Commission.
- Works with cabinet on strengthening existing ministries.
- Participates in the preparation for Annual Conference and attends the event as part of the Conference Staff Team.

Conference Office Functions to assist coordinator:

- Track financial, media and human resources
- Monitor statistical information for trends of growth.

District Offices functions to assist coordinator:

- Identify and enlist Hispanic/Latino candidates for ministry within the Latino Churches or new congregations.
- Provide leadership training for: Lay missionaries and pastor-mentor teams & Hispanic/Latinos and Non-Hispanic/Latino church leaders

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Collects and researches data; Uses intuition and experience to complement data.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Willingness to be part of a team; Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed. Strives for excellence.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration..

Change Management - Communicates changes effectively; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Has attended or will attend conference approved Healing the Wounds of Racism Workshop within the first 6 months of employment.

Ethics - Treats people with respect; Works with integrity and ethically; Upholds the values of the United Methodist Church. Avoid and discourage gossip.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Committed to the mission and vision of The Eastern Pennsylvania Conference; Committed to Hispanic/Latino Plan and the United Methodist Church; Supports conference devotional time together.

Strategic Thinking - Adapts strategy to changing conditions.

Judgement - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Maintains confidentiality. Communicates with staff members and conference members clearly and honestly.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently;

Professionalism - Treats others with respect and consideration regardless of their status or position; Follows through on commitments. Reflects God's presence in the ministry of the conference office.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.

Quantity - Strives to increase productivity.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to the work needed to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret in English and Spanish. Ability to write reports and correspondence,. Ability to effectively present information and respond to questions from peers, supervisors and the Annual Conference members.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

Other Skills and Abilities

Ability to speak fluent Spanish is required.

Other Qualifications

Must be able to travel

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; climb or balance and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.