



**Position Title: Bilingual Program Coordinator – Latino Ministry**

<b>Full Time/Part Time:</b> Full Time	<b>Reports To:</b> Latino Ministry Pastor	<b>Department/Team:</b> Latino Ministry
<b>Location:</b> On-Site	<b>Position Class:</b> Coordinator	<b>Est. Hours:</b> 40 hrs/week
<b>DOL Ministerial Class:</b> Non-Ministerial	<b>Exempt/Non-Exempt:</b> Non-Exempt	

**Position Mission:**

To serve the Lord by providing effective delivery of projects, tasks and schedules that will allow for a flourishing programs and ministry to Latinos at Christ the King.

**About the Position:**

The Bilingual Program Coordinator for the Latino Ministry will be responsible for supporting the administrative, communication, and volunteer coordination needs of a Spanish-speaking church plant within Christ the King church. This role will ensure that all activities, events, and volunteer efforts are effectively organized and communicated in both English and Spanish. The person in this position will be bilingual, highly organized, passionate about supporting the growth and outreach of the Latino community, getting our congregation involved and committed to serving others in a Christ-centered ministry.

**Responsibilities:**

- Provide general administrative support to the Pastor of the Latino Ministry, ensuring that day-to-day operations run smoothly.
- Maintain and organize records, schedules, and files for the Latino Ministry, both physical and digital.
- Assist with preparing reports, documents, and materials for meetings and events.
- Orient and coordinate volunteers for ministry activities and church events.
- Organize and manage volunteer schedules and ensure that volunteer roles are filled for events and services.
- Communicate regularly with volunteers, providing updates, reminders, and ensuring they have the necessary resources for their roles.
- Assist with planning, organizing, and promoting events for the Latino Ministry, such as services, fellowship activities, outreach events, and community gatherings.
- Create and distribute bilingual communications for events, including flyers, emails, social media posts, and announcements in both English and Spanish.
- Coordinate logistics for events, including securing locations, materials, and volunteers.

- Translate written materials, announcements, and presentations from English to Spanish and vice versa.
- Assist with communication between the Latino Ministry and the broader church community, ensuring inclusion and engagement.
- Foster positive relationships within the Latino community and encourage participation in church activities and events.
- Support outreach efforts to expand the ministry's presence and impact within the local Spanish-speaking community.
- Attend church meetings and ministry planning sessions as needed.
- Assist in any other administrative or organizational tasks as assigned by the Pastor of the Latino Ministry.

#### **Skill Requirements:**

- Fluent in both English and Spanish (written and spoken).
- Strong organizational and time management skills with the ability to handle multiple tasks simultaneously.
- Excellent interpersonal and communication skills, with the ability to connect with a diverse community.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms.
- A passion for serving others and a heart for ministry within the Latino community.
- Ability to maintain confidentiality and exercise discretion.
- Must be a committed Christian
- Must have a heart to serve and love people, demonstrating compassion, empathy, and a genuine desire to support others in their faith journey.

#### **Desired Skills:**

- Experience in event planning, volunteer coordination, or church administration is preferred.
- Ability to conduct live translation of worship services

#### **Qualifications/Education Requirements:**

- High School diploma or higher level of education