

Parish English/Spanish Liaison

Saints Peter and Paul Catholic Church, on the Eastern Shore of Maryland, has a full-time opening for a Parish English/Spanish Liaison.

Please submit a resume, 3 references, and a letter of interest electronically in care of:

Mrs. Linda Steinmiller
Saints Peter and Paul Church
lsteinmiller@ssppeaston.org

POSITION DESCRIPTION

Work in full-time coordination with the Office of Christian Faith Formation, the Spanish and English-speaking pastor/associate pastors, and parish staff to serve as a liaison to the Hispanic Community of Saints Peter and Paul Church. This person will provide high quality assistance in all aspects of Parish Life. This is a 12-month non-exempt position eligible for benefits.

Qualifications and Skills

1. A minimum of two years college coursework, preferably, or the equivalent combination of education and experience which provides the required knowledge, skills, and experience sufficient to the job.
2. Fluent, comprehensive ability (speaking, understanding, reading, writing) in Spanish. It is preferable that the first/native language is Spanish, with a minimum of the C1 level according to the CEFR.
3. Fluent, comprehensive ability (speaking, conceptually, reading, writing) in English is required to a C1 Level according to the CEFR.
4. The ability to understand and appreciate cultural diversity.
5. The ability to exercise considerable patience, courtesy, tact, good judgment and confidentiality in work with administrators, fellow employees, and the community of Saints Peter and Paul Church.
6. Must be able to serve as a translator, orally and in writing, for parents, parish community and church personnel.
7. Pastoral experience and training in some form of Catholic Ministry is very helpful.
8. This individual must exhibit skills pertinent to positive human relations and the ability to work effectively with office personnel and the parish community.

9. Proficient use of a computer; Microsoft Office Suite/Google Operating Systems.
10. Good attention to detail and organization
11. The ability to work independently and collaboratively.
12. Comfortable with public speaking.
13. Must be flexible with work hours: evenings/nights, extended hours outside of normal business hours.
14. Must be knowledgeable in the Catholic faith or be open to training or classes.

Job Duties

1. Overall translation of correspondence (in person, through email, text messages, and phone calls) for Christian Faith Formation; Religious Education Classes for Children and Adults, Sacramental Formation, Church Events, etc.
2. Assistance provided to the pastor and the pastor associates in planning and training for liturgy and the Holy Seasons.
3. Work with the individuals responsible for ministries/activities to ensure timely completion of the applications for criminal background checks. Manage and organize the parish file for cleared certificates and personnel.
4. Translating and assistance with the training for the Spanish-speaking Youth Ministry.
5. There will be times when it will be necessary to catechize/share in the teaching of children or adults who need translation.
6. Assist our pastors in translations at meetings or otherwise.
7. To be a liaison between the Parish Office and the Hispanic Community.
8. Record keeping.