



## Position Description

**Administrative Assistant & Bilingual Ministry Coordinator**

**Reports to:** Parish Administrator & Vicar

**Status:** Part-Time (20 hours/week), Non-Exempt

**Salary Range:** \$20,000 commensurate with experience

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### Position Summary

As our community continues to grow in diversity, spirit, and size, the addition of this staff member is a vital step in supporting our mission and our people. This role is far more than clerical: it is a ministry of welcome, connection, and coordination. From greeting weekday visitors to preparing bulletins for worship, from helping gather accurate membership data to supporting the joyful growth of our Spanish-speaking congregation, this position reflects our core commitments: **radical hospitality, shared leadership, and multicultural inclusion.**

Our **Spanish-speaking congregation**, Nuestra Señora de Guadalupe, now worships on Sundays at 1:00 PM. Our partnership is thriving, and this staff member will ensure smooth communication, provide pastoral hospitality, and assist in organizing vital data about our members. The proposed salary range reflects the value of bilingual skills, administrative excellence, and relational ministry. This investment will strengthen our infrastructure as we continue building a church where all belong, all are welcomed, and all are called to serve.

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### Areas of Focus

#### Hospitality & Administration

- Welcome parishioners and guests with warmth and professionalism at the front office.
- Serve as the first point of contact for phone calls, email inquiries, and weekday visitors.
- Assist with weekly printing, folding, and preparation of bulletins and mailings.
- Provide general administrative support.
- Translate short communications, signage, and ministry announcements as needed.

#### Ministry Coordination (Spanish-Speaking Congregation)

- Support the part-time priest serving the Spanish-speaking congregation in organizing worship, hospitality, and special events.
- Assist with scheduling lay ministers, volunteers, and catechists.
- Gather information on parishioners for communication and donations.
- Help integrate Spanish-speaking members into the broader life of Holy Innocents through communication and relationship-building.
- Represent the voice and needs of the Spanish-speaking congregation in staff and ministry coordination meetings.

## Qualifications

- A collaborative spirit and a heart for ministry.
  - Fully bilingual: fluent in written and spoken Spanish and English.
  - Deep sense of hospitality and cultural sensitivity.
  - Prior experience in churches or nonprofit ministry settings preferred.
  - Highly organized, attentive to detail, and able to manage multiple projects.
  - Comfortable with technology, office software, and database tools
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Please visit our website and social media pages to find out about our life together.

[www.HolyInnocents.org](http://www.HolyInnocents.org)

## Search Timeline

Application deadline: June 1, 2026

First-round conversations: Beginning immediately upon receipt of materials

Decision: As soon as the right person is found

Position Begins: As soon as possible.

To apply please send a letter of interest, resume, and links to sermons to:

The Rev. T. Stewart Lucas, *Vicar*  
[slucas@holyinnocents.org](mailto:slucas@holyinnocents.org)

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