Position Description

Position: Latinx Program Coordinator
Department: Department of Student Life at Princeton Theological Seminary
Full-time/Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTS Office Hours; flexible/variable based on programming needs; very occasional evenings or weekends
Reports to: Associate Dean of Student Life

Job Purpose: The Latinx Program Coordinator at Princeton Theological Seminary works in collaboration with the Department of Student Life to support Latinx students; to develop programming and conferencing with a Latinx focus; to participate in recruiting Latinx students; and to provide diversity training to seminary constituencies.

ESSENTIAL FUNCTIONS

Support of Students 40% of time
- Mentor and provide regular vocational and pastoral care support for PTS students, particularly those who are Latinx.
- Foster a sense of belonging and community among the growing number of Latinx students and the larger Latinx community on campus.
- Promote interpersonal inclusion, cultural exploration, heritage, and traditions.
- Encourage intersectional and intercultural dialogue across differences.
- Support on-campus Latinx student leadership [En Conjunto: Latinx Student Collaborative], unity, and collaboration.

Collaborative Efforts and Programming 35% of time
- Offer opportunities for reflection on complex issues related to Latinxs’ experiences from a theological and social justice perspective while seeking to promote dialogue and partnership with the Seminary community, local leaders, and non-profit organizations.
- Cultivate strategic relationships and partnerships with faith based Latinx institutions, community leaders, and PTS alumni.
- Support academic conversations on relevant topics for Latinx communities addressing theological and practical aspects of ministry in cross-cultural contexts.
- Organize programing focused on the development of Latinx leadership in congregations and other ministerial contexts.
- Investigate possible collaboration with the Hispanic Theological Initiative regarding programming that may enhance the experience of PTS Latinx students.
• Work with the PTS Recruitment and Admissions Office to increase the representation of Latinx and Latin American students within the PTS student body. Promote PTS in Spanish and Portuguese throughout the Americas and prepare prospective students for the process and realities of admission to PTS’ programs. This work is done in collaboration with the Admissions Leadership Team to support Admissions strategy and programming.

**Diversity Training and Awareness**

25% of time

• Serve on the Title VI and Title IX (Nondiscrimination and Anti-Harassment) advisory team.
• Under the guidance of the Title VI and Title IX Co-Coordinators, develop training materials and modules for the PTS community; facilitate regular training and constituency participation.
• Coordinate diversity, equity, and inclusion training opportunities and programming at PTS.
• Fulfill other responsibilities as assigned.

**QUALIFICATIONS AND SKILLS**

• Bachelor’s degree required; master’s degree in theological education preferred.
• Bilingual in English and Spanish; Portuguese is also preferred.
• Intermediate to advanced skills with Microsoft Office, databases and other web-based applications required – Excel, Word, Outlook, SharePoint, and ability to adapt to new platforms easily.
• Excellent communication skills
• Unwavering commitment to a positive, dynamic, outgoing approach in interactions with students and colleagues
• Multi-cultural competency with the ability to work with diverse student body in a cross-cultural environment.
• Diversity, equity, and inclusion training preferred.
• Willingness to receive training in Title VI and Title IX policies and related compliance issues.
• Experience in pastoral settings is preferred.

**To apply:** Interested candidates should submit a cover letter, resume/curriculum vitae, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at hr.office@ptsem.edu. Review of applications will begin immediately.

Prepared by: **Dean John Huh**