The Diocese of Toledo is searching for a part-time (approximately 22 hours per week) Hispanic Catholic Ministries Specialist to join our Discipleship and Family Life Department. The Hispanic Catholic Ministries Specialist, seeks to strengthen the unity of the Body of Christ while honoring and celebrating the cultural richness of the members of the Church. The Hispanic Catholic Ministries Specialist is called to bring Hispanic Catholics to a deeper love of Jesus Christ, and of the Catholic faith.

**Primary responsibilities include:**
- Develops and implements an ongoing pastoral plan for this ministry in collaboration with the Senior Director of Discipleship & Family Life.
- Serve as a point of contact with all groups, councils, and organizations within the Hispanic ministries.
- Assists in the development of specific programs, liturgies, and events to support parishes to reach these cultures to bring about unity, awareness and inclusion into the local parish faith communities and the local church.
- Provides vision in developing and implementing new and current programs and services in an effort to strengthen families and evangelize current, inactive, and non-Catholics.
- Confirms that the department is assisting parishes with training in order to carry out effective outreach and inclusion, with proper follow-up to ensure continuous improvement in the programs and services offered.
- Collaboratively works with other diocesan ministries/departments and seeks out opportunities for partnering to evangelize and educate the faithful.

**Candidates for the position must possess:**
- Experience and knowledge that would demonstrate a current basic knowledge of the teachings of the Catholic faith. A Bachelor’s degree or equivalent is preferred in Pastoral Ministry, Theology, Religious Education or similar course of study that would demonstrate a current basic knowledge of theology, catechesis and ministry.
- Experience leading and directing programs and events or, personal/professional experience working the Hispanic community required.
- Experience working at a parish, ministry, or diocese preferred
- Bilingual Spanish/English required.
- Must have a high level of experience and skill at developing and maintaining effective relationships.
- Ability to clearly and enthusiastically communicate the vision, mission, and goals of Hispanic Catholic ministries and to motivate others in sharing the faith with renewed enthusiasm and new methods.
- Ability to respect and value the diversity that makes up the Church and society and strives to recognize commonalities and differences among the various groups.
- Ability to communicate effectively both in written format and oral presentation; ability to maintain organization, multi-task and establish priorities; exhibits initiative, responsibility and flexibility; knowledge of Microsoft software applications and use of technology and audio visual equipment.
- Must be a practicing Roman Catholic in good standing with the Church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.

Qualified candidates please submit cover letter, resume and salary expectations to: Taylor Truckor, Human Resources Generalist, humanresources@toledodiocese.org.