

Diocese of Nashville

<https://dioceseofnashville.com/job/coordinator-for-hispanic-ministry/>

Coordinator for Hispanic Ministry

Description

The Coordinator for Hispanic Ministry works with the Assistant Director for Hispanic Ministry in the Office of Faith Formation to facilitate the development of a pastoral plan according to the needs in the Diocese of Nashville and guidelines given in the National Pastoral Plan for Hispanic/Latino Ministry by the USCCB. The Coordinator helps to organize and implement the programmatic efforts of the Office of Faith Formation as well as assist the pastors and lay leaders in their catechetical and evangelical efforts as they pertain to Hispanic Ministry. By accompanying our Hispanic community and providing them with experiences and resources to live out their faith, the Coordinator for Hispanic Ministry exemplifies and furthers the mission of the Diocese of Nashville: Living and Proclaiming the Good News of Jesus Christ, Welcoming All.

Job Title: Coordinator for Hispanic Ministry

Department: Faith Formation

Reports To: Assistant Director for Hispanic Ministry

FLSA Status: Exempt

Areas of Responsibility Include

1. Works under the direction of the Assistant Director for Hispanic Ministry to implement, coordinate, and support new methods of outreach as well as with the English-speaking leaders to function as a communication bridge to meet the needs of our growing Hispanic communities more effectively.
2. Helps in creating and implementing a diocesan Pastoral Plan for Hispanic/Latino Ministry.
3. Develops and maintains Hispanic Faith Formation webpage.
4. Helps coordinate larger office initiatives: Workshop for the Region V Youth, Hispanic Catechist Formation, and Hispanic lay leader meetings and retreats, etc.
5. Maintains and represents office when Assistant Director is off-site.
6. Prepares financial documentation: check requests, deposits, credit card reports, expense reports.
7. Works closely with the other office divisions (Youth and Young Adult, Marriage and Family Life, and Catechesis) to develop culturally and linguistically appropriate offerings for our Hispanic community.
8. Communicates and promotes events through social media, email, and on-site visits.
9. Under the direction of the Assistant Director for Catechesis, collaborates in the preparation, planning, and facilitating of the Totus Tuus summer program.
10. Performs other duties assigned by the Assistant Director for Hispanic Ministry and Director of the Office of Faith Formation.

Education and Experience

- Experience working in youth ministry or related ministries is preferred.
- Bachelor's degree in Theology or related field is preferred.

Additional Skills/Requirements

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

May 28, 2025

Valid through

31.08.2025

To apply, visit: [Catholic Diocese of Nashville – Coordinator for Hispanic Ministry Application](#)

- Practicing Roman Catholic in good standing.
- Active parish involvement.
- Knowledge of Church doctrine and practice.
- Ability to collaborate effectively in a team-oriented environment.
- Articulate written and public speaking skills.
- Strong interpersonal, organizational and project management skills.
- Established evangelical fervor and catechetical strength.
- Strong verbal and written communication skills.
- Proficiency with computer programs, web-based software, and social media platforms.
- Ability to travel frequently to off-site events and to work on evenings and weekends.
- Fluency in both English and Spanish required.

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