



Ministry Opening: Assistant Director for Hispanic Programs

The Congar Institute for Ministry Development, a Roman Catholic ministry of the Southern Dominican Province in collaboration with 20 other religious congregations and ecclesial institutions, seeks bilingual ordained, religious, or lay person for the full-time position of Assistant Director for Hispanic Programs, beginning as soon as possible.

The Congar Institute for Ministry Development represents a network of religious communities and ecclesial institutions collaborating in an initiative to assist under-served dioceses in their efforts to develop lay leadership in ministry. The Institute's aim is to facilitate a full service response (consultation, needs assessment, funding guidance, program development and implementation, evaluation, follow-up, etc.) to augment the efforts of under-served dioceses for the following:

- Professional level formation and education for lay ecclesial ministry and permanent deacon candidates.
- Formation and education of those responsible for the formation and education of lay ecclesial ministry and permanent deacon candidates at other levels

For more information about the Congar Institute, see our website: www.congarinstitute.org

The position of Assistant Director for Hispanic Programs involves ministerial formation and theological education consulting, support, and program development and implementation in Spanish, and administrative support of the developing Institute, usually requiring English and Spanish. Preferred candidates will have a DMin or at least an MA or Licentiate in a related field (or be open to pursuing it) in addition to the MDiv or similar degree, experience in and knowledge of U.S. Hispanic ministry, experience in adult catechetics, ministry formation, and/or theological education, and openness to the use of instructional technology. A complete job description is attached.

Applications must be in English and must include: a cover letter, at least two references (name, description of association, phone number, and e-mail address), CV, and maximum two-page statement of the applicant's understanding of a Catholic theology of ministry as it applies to lay ecclesial ministry and the permanent diaconate. Must be able to pass a criminal background check.

Email applications are encouraged. Deadline for applications to be received is June 15, 2012

Application Procedures

Review of applications will begin immediately. Interviews either in person or by phone will be scheduled beginning May 20, 2012

Email your application to
congarinstitute@ost.edu

OR Mail application to the following
address:
Congar Institute Search Committee
285 Oblate Dr.
San Antonio, TX 78216



Assistant Director

Job Description

The ideal **Assistant Director** candidate is bilingual (English and Spanish), experienced with ministry in the rural context, competent and experienced in U.S. Hispanic ministry and ministry formation, willing to work as part of a diverse team with the requisite team-building skills, flexible, collaborative, open to frequent travel, comfortable with an institution in development and able to assist in its development, and able to forge effective relationships with diocesan leadership and other collaborators.

Purpose: Works in collaboration with the Director to assist with the following areas:

- Hispanic Program Development and Promotion
- Administration and Fundraising

Responsibilities:

- 1) Hispanic Program, Product, and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of Hispanic programs, products and services
- 2) Assists with other program, product, and service delivery as needed
- 3) Financial Management
 - a) Recommends yearly Hispanic programs budget for Director's approval
 - b) Prudently manages Hispanic program development within those budget guidelines
- 4) Fundraising – Assists Director with Congar Institute fundraising planning and implementation, including
 - a) Identifying resource requirements
 - b) Researching funding sources
 - c) Establishing and implementing strategies to approach funders
 - d) Preparing and submitting proposals
 - e) Administrating fundraising records and documentation
- 5) Networking with other organizations and institutions to further the mission of the Congar Institute and represents the Congar Institute at meetings, conventions, and other gatherings
- 6) Other responsibilities deemed necessary by the Director

Ongoing projects the Assistant Director will be taking on include the following:

1. Acting Director of the Emaus Formation Plan for Hispanic lay leaders in the Diocese of Salt Lake City.
2. Consultant for new Hispanic Deacon Formation program in development in the Diocese of Salt Lake City.
3. Adaptation of Inventory process to the Hispanic context.

4. Development of Spanish-language online formation courses in collaboration with University of Notre Dame Satellite Theological Education Program.

Accountable to: Director

Qualifications:: Preferred candidates will have a DMin or at least an MA or Licentiate in a related field and a strong background in adult education or catechetics.

Skills needed:

- Spanish language
- Knowledgeable about U.S. Hispanic Catholic lay leadership formation and theology
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to work as a team member, open to a diverse work environment
- Proficient in (or willing and able to learn) basic to intermediate computer skills:
 - Email
 - Microsoft Office (Word, Excel, Access, Powerpoint, Outlook)
 - Quicken Accounting Software
 - Web site development/maintenance software
- Basic office administration skills
- Attention to detail and high level of accuracy entering and maintaining information
- Stress and time management skills
- Able to maintain confidentiality