

**ARCHDIOCESE OF SANTA FE  
4000 ST. JOSEPH'S PLACE N.W.  
ALBUQUERQUE, NM 87120**

**ANNOUNCEMENT OF POSITION AVAILABILITY**

**POSITION TITLE:** Administrative Assistant, Hispanic Ministry

**DIVISION:** Pastoral Ministries

**DUTIES & RESPONSIBILITIES:** The Administrative Assistant of Hispanic Ministry performs all assigned secretarial and clerical functions including greeting visitors, filing, setting appointments, meeting arrangements, computer work, etc. Conscious that the assistant is often the first contact with the office directly, by telephone, or by written correspondence, the assistant is to be gracious, courteous, efficient, and confidential in all dealings and situations.

**QUALIFICATIONS:**

- High school graduate plus a minimum of one year of post-secondary school training or equivalent secretarial/clerical preparation preferred.
- Solid praxis in theology and Roman Catholic traditions,
- Knowledge of standard office procedures,
- Facility with detailed work and accurate clerical skills, typing 50wpm; computer literate with knowledge of MS Office, Adobe Acrobat, Zoom, Microsoft Teams and design platform tools.
- Evidence of ability to coordinate, schedule, follow through and carry out multiple projects with attention to detail and with minimal supervision.
- Proven written and verbal communication skills.
- Ability to read, write and speak Spanish.
- Dependability and punctuality.
- Demonstrated sensibility to a multicultural church.
- Flexibility and openness to change.
- Ability to project a professional, sincere, and friendly manner.
- Ability to work well with staff and supervisors.
- Experience with pastoral or multicultural ministry work is preferred.
- Experience with digital communication tools (e.g., iContact, WhatsApp, YouTube).

**SPECIFIC DUTIES:**

1. In work situations and dealing with co-workers and the public, adhere to the Mission Statement of the Pastoral Center and follow policies and procedures of the Archdiocese Pastoral Center and the Pastoral Ministries Division.
2. Compile and format the monthly Spanish newsletter (Mi Casa Es Su Casa) for editing by the Director of Hispanic Ministry.
3. Assist the Director and the Broadcast Media Specialist in coordinating clergy and Spanish language ministers for the televised Spanish Language Mass.
4. Distribute the weekly Audio recording of the Spanish language Mass, provided by the Broadcast Media Specialist, for Radio broadcast.
5. Prepare and maintain budget/accounting records and prepare office requisitions for payment.
6. Assist the Director in providing resources to clergy, parish administrators and pastoral teams to develop and ensure cultural competencies in ministering to Spanish speaking parishioners.

7. Assist the Director in and maintaining an Archdiocesan *Comision Hispana/Latina* as a member of the clerical staff.
8. Assist the Director in coordinating specific activities of unity and inculturation.
9. When requested, serve as liaison to established Parish *Grupos de Oracion* on behalf of the Director of Hispanic Ministry.
10. Provide Spanish language support to the Pastoral Ministries Division and other Pastoral Center offices with approval from the Director.
11. Maintain and update the Office of Hispanic Ministry website in collaboration with the Director.
12. Support the Director in the translation and proofreading of Archdiocesan documents and communications between English and Spanish.
13. Assist the Hispanic Ministry coordinators with logistics of Spanish-language formation programs/trainings, including registration, materials preparation, and communication with participants with guidance from the Director.
14. Maintain organized records of all Hispanic Ministry events and trainings, including participant information for planning purposes.
15. Maintain contact lists and communication with parish Hispanic Ministry leaders, clergy, volunteers and others to support ongoing collaboration and outreach.
16. May be called upon, at the discretion of the immediate supervisor to perform comparable duties of a similar or related nature or to assist in areas where the Pastoral Center needs require.

**PAY STEP: 5 Base \$37,131 / 35 hours per week, excellent benefits package**

**CONTACT: HR Director, 505-831-8130 or email at [csalcido@asfnm.org](mailto:csalcido@asfnm.org)**

**POSTING DATE: July 10, 2025**

**CLOSING DATE: Open until it is filled.**