



Job Description

7-1-22

Position Title: Associate Director of Faith Formation & Hispanic Catechesis

Status: Part-time regular (20 hours per week)

Reports to: Director of Faith Formation

Primary Function: The Associate Director for Faith Formation & Hispanic Catechesis supports the Director of Faith Formation by assisting in the facilitation of the catechetical programs and provides leadership to assist parish or deaneries in building a solid foundation for Hispanic faith growth. In addition, the Associate Director of Hispanic Catechesis must be able to perform all responsibilities associated with this position using fluent written and spoken Spanish/English.

Major Responsibilities:

- To provide catechetical programs which support lifelong faith learning and conform to the Archdiocesan guidelines and parish needs
- To provide support and services for catechetical and sacramental programs in Spanish
- To assist in the development and monitoring of catechetical and sacramental policies for Hispanic Programs
- To assist in the design, development, implementation, recruiting, training and evaluation of catechist formation opportunities in Spanish for Basic and Master Catechists
- To maintain relationships with the Director of Faith Formation and catechetical staff regarding areas of responsibility
- To provide leadership for the Annual Religious Education Faith Formation Conference
- To work with area directors/coordinators of Religious Education in planning resources and enrichment

Position specifications/requirements: The Associate Director of Hispanic Catechesis is expected to have highly developed expertise in the following areas:

- Religious Education, Theology or related field
- Catechetical Program Development and Coordination for lifelong learning
- Knowledge and understanding of the Catechism of the Catholic Church, the New Directory for Catechesis, and recent Catechetical Documents
- Administration skills and organization
- Verbal & written communication skills in Spanish and English
- Interpersonal skills

Education: Minimum requirement of a Masters in either Religious Education, Theology, or related field.

- Minimum 3 to 5 years related experience in parish or diocesan ministry
- Must possess a valid California Driver's License

To Apply: Please submit application, resume, and cover to:

Christine Escobar
Department of Human Resources
Archdiocese of San Francisco
1 Peter Yorke Way, San Francisco, CA 94109

Statement of Non-discrimination

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.