

Position Title Translator/Administrative Assistant	Supervisor Director, Hispanic Ministry	Classification Non-Exempt
Employee	Date	Supervisor Blanca Primm
		Date 1.19.2017

***Purpose of position:*** Provide administrative support to the Office of Hispanic Ministries and provide translation services for the Diocese of Knoxville.

***Essential functions:***

- To ensure smooth functioning of the Hispanic Ministry office on a day-to-day basis.
- To help create and maintain an atmosphere of hospitality and helpfulness to all who seek assistance from the office.

***Specific duties and responsibilities:***

- Track and compile incoming forms and reports
- Type correspondence, meeting reminders, forms and spreadsheets as needed
- Create and maintain databases, especially for La Cosecha newsletter & Magazine
- Edit English and Spanish text from website.
- Maintain contact lists for parishes, parish leaders, and Virtus training participants.
- Assist in preparing and editing ETC/La Cosecha Newspaper and Magazine.
- Assist Diocesan Hispanic Council members and parish representatives of Hispanic Ministry as needed.
- Sort mail and prepare mailings
- Prepare materials for conferences, meetings and workshops
- Make travel arrangements as necessary
- Keep subscriptions, book, video/tape/audio orders up to date
- Order office and computer supplies when needed
- Order lunches as necessary and assist with setup and cleanup
- Maintain filing system
- Keep a log of incoming and outgoing calls; taking messages and follow up as needed
- Translate documents for other diocesan offices
- Translate at diocesan masses and events, conferences and meetings as needed
- Produce weekly radio program and radio spots as needed
- Coordinate trips, oversee logistics and travel with leaders
- Perform other duties as assigned
- Use Social Media as a communication tool

***Qualifications:***

- High School education; associates degree preferred
- Fluent in English and Spanish
- Demonstrated people and communication skills, with sensitivity to a multi-cultural environment
- Demonstrated use of good judgement and ability to maintain confidentiality
- Skilled with computers and Microsoft Office
- Ability to pass a background check successfully
- Must be a practicing Catholic in good standing