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Job Announcement

Hispanic Outreach Program Manager

Organization: Catholic Climate Covenant

Location: Remote or Hybrid

Position: Full-time, Exempt

Reports to: Executive Director

Position Summary

The Hispanic Outreach Program Manager is a new position responsible for developing, organizing, and leading outreach efforts to advance care for creation in a way that understands the cultural needs of the Catholic Hispanic communities.

The program manager acts as a bridge between the Hispanic community and Catholic Climate Covenant, promoting integration, communication, and mutual understanding.

Essential duties and responsibilities

● Coordination, mobilization and education

- Collaborate with Covenant staff to develop and implement a comprehensive plan for the Hispanic community that aligns with the mission of Catholic Climate Covenant.
- Assist in developing opportunities for Hispanic community members to bring their insights and experiences to address ecological issues in the community.
- Provide bilingual resources and programs for all age groups, including children, youth, young adults, and families.
- Help recruit, form, and mentor lay leaders and volunteers to advance the goals of care for creation and Catholic social teaching.

● Community outreach and administration

- Act as a key point of contact for the Hispanic community, listening to

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their needs and serving as an advocate within the Covenant, its partners and the wider community.

- Serve as a resource and liaison for Hispanic Catholics working at the local, state and national levels in advancing care for creation, advocating for reducing carbon footprints, and helping them access resources and materials to educate and mobilize their constituents.
- Generate culturally relevant and informed education materials (bilingual and Spanish) to empower others to care for creation, advocate for change, and participate in workshops and webinars provided by Catholic Climate Covenant.
- To generate a Hispanic Advisory Committee within the first year of employment to guide and advance the goals of care for creation, and to increase the Covenant's understanding of and presence and connection with the Hispanic Catholic community.

Qualifications

- Education: Bachelor's degree in Theology, Pastoral Ministry, or a related field is preferred, or equivalent experience in faith formation and ministry.
- Experience: Proven experience working in a pastoral or community ministry setting, ideally with diverse cultural communities.
- A high degree of knowledge on climate and environmental issues.

Skills

- Bilingual fluency: Complete fluency in both Spanish and English, including conversational, reading, and writing skills.
- Cultural competency: A deep understanding and appreciation for Hispanic and Latino cultures and traditions.
- Pastoral knowledge: A solid understanding of Catholic theology, Catholic social teaching, liturgy, and the structure of the Catholic Church.
- Interpersonal skills: Excellent communication, public speaking, and relationship-building skills.



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- Technical skills: Proficiency with Microsoft Office, Google Workspace, and social media platforms.

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Personal attributes

- A baptized Catholic, who demonstrates a strong commitment to its mission and teachings.
- A collaborative and flexible spirit, with the ability to work effectively with staff, ministry leaders, and volunteers.
- Availability to work a flexible schedule, including evenings and weekends.

Compensation & Benefits

Catholic Climate Covenant offers a competitive salary commensurate with experience, along with a comprehensive benefits package. Salary ranges from \$75,000 - \$80,000 based on experience.

Application Process

Interested candidates should submit the following to

jobs@catholicclimatecovenant.org:

1. Resume/CV
2. Cover Letter describing alignment with CCC mission and relevant experience

Applications will be reviewed on a rolling basis until the position is filled.

Together for our Common Home



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Catholic Climate Covenant is an Equal Opportunity Employer that does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, sexual orientation, or any other characteristic protected by the law. We welcome applicants from a diverse spectrum of qualified candidates.

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