



Coordinator for Hispanic Stewardship Catholic Community Foundation of the Diocese of Richmond

The Catholic Community Foundation of the Diocese of Richmond is seeking a **Coordinator for Hispanic Stewardship**.

Summary/Purpose: The Coordinator for Hispanic Stewardship is a bicultural and bilingual professional who supports the development, implementation, and growth of stewardship, discipleship, and development/fundraising efforts within Hispanic communities. Working closely with the Parish Fundraising and Stewardship Officer – Hispanic Communities, this role provides coordination, communication, and relationship support to parishes and ministry leaders. As this is a developing area of ministry, the Coordinator will play a key role in helping implement initiatives, gather feedback, and adapt approaches to best serve Hispanic communities in culturally responsive and pastorally effective ways.

Responsibilities:

1. Support the planning and execution of parish-based stewardship and discipleship initiatives, including workshops, formation sessions, retreats, and pilot programs that strengthen faith, encourage generosity, and foster active participation in the life and mission of the Church within Hispanic communities.
2. Coordinate logistics and provide on-site support for parish visits, meetings, and events, including scheduling, materials, registration, and follow-up for conferences, formation sessions, and stewardship initiatives, including occasional evenings and weekends.
3. Maintain regular communication with parish staff and ministry leaders to support participation and ongoing engagement.
4. Assist with the development and coordination of parish-based teams or committees that support stewardship efforts.
5. Support bilingual communications strategies. Create, and adapt communications in Spanish (emails, bulletin content, campaign materials, and digital content) to ensure clarity, accuracy, and cultural relevance.
6. Ensure timely, consistent, and pastorally sensitive communication with parishes and stakeholders.
7. Build and maintain strong working relationships with clergy, parish staff, volunteers, and community leaders.
8. Support the identification, engagement, and follow-up of parish leaders and volunteers.
9. Manage calendars, schedule meetings, and coordinate logistics, communications, and materials for presentations, trainings, and advisory or leadership gatherings.
10. Maintain organized records and track participation, engagement, and key outcomes across initiatives; gather feedback from parishes and participants to support evaluation, continuous improvement, and the expansion of effective approaches.

Working Conditions: The position of Coordinator for Hispanic Stewardship is a full-time position. The standard office hours are Monday – Friday, 8:30 a.m. – 4:30 p.m. however, office hours may vary weekly depending on special events and visits with parishes and other key constituents which may include evenings and weekends.

Qualifications:

1. Bachelor's degree and 3+ years of relevant experience in parish ministry, administrative support, nonprofit work, or development support; experience working with diverse communities and coordinating programs or initiatives preferred.
2. Fluency in Spanish and English (required), with the ability to communicate effectively in both written and verbal formats and adapt messaging across diverse Hispanic cultural contexts.
3. Excellent interpersonal and communication skills, with the ability to build relationships and collaborate effectively with diverse stakeholders (parish staff, volunteers, and donors).
4. Ability to engage effectively with Hispanic communities, with sensitivity to cultural differences, communication styles, and community dynamics.
5. Experience coordinating events, programs, and parish/ministry initiatives
6. Strong organizational and project coordination skills, with the ability to manage multiple projects, adapt to varied environments and follow through independently.
7. Must be proficient in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Strong computer skills are required.
8. A background in and appreciation of the Catholic Church and its teachings as well as nonprofit settings is preferred.
9. Must be able to occasionally travel, serve in a full-time capacity, and be available as needed during occasional nights and weekends.

Summary

Interested candidates should submit a cover letter of interest, resume, and a full application.

For any questions, please contact Kelly Shumate, HR Generalist/Recruiter at jobs@richmonddiocese.org

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