



Mailing: PO Box 8
Physical: 5901 Hogan Road, Waunakee
Phone: 608-849-9599
Email: hello@crossroadswaunakee.org
Web: crossroadswaunakee.org

Job Description: Part Time Bilingual Administrative Assistant

Primary Function:

Part Time Bilingual Admin will assist with and care for the Hispanic ministries at Crossroads UMC, called Punto de Conexión. The Admin will assist the Hispanic Ministry Leader in the planning and administration of the programs, events and classes of this ministry. This person will have direct contact with ministry participants, community members, Spanish and English speaking volunteers and church staff, and must be able to communicate in a positive, caring and professional way, while maintaining confidentiality at all times.

Reports to: Pastor, while taking direction of prioritized tasks from Hispanic Ministry Leader

Qualifications and Skills:

- Bilingual fluency in Spanish and English.
- Solid communication skills – verbal and written.
- Attention to detail.
- Demonstrated experience with MS Office, WhatsApp and Google
- Organizational skills.
- Prior administrative experience is desired.
- Ability to maintain confidentiality in sensitive situations.

Examples of Daily Tasks Bilingual Administrator may Perform for Hispanic Ministries:

- Send and reply to email, texts, WhatsApp messages and phone calls
- Follow-up with individuals/families that we haven't seen or heard from
- Sending information about upcoming events, including frequent reminders
- Data entry to maintain contact information, attendance lists, etc.
- Work with Crossroads staff to order supplies needed
- Help with translations of documents, including review of translations from DeepL.com weekly
- Assist with running programming, especially Monday nights
- Assist in recruiting Spanish-speakers to participate in advisory and volunteer teams or for one-time volunteer opportunities
- Assist in scheduling of volunteers for English classes and events
- Assist in finding resources online or in stores for classes and events
- Coordinate communication and publication of marketing of programming, events and classes.
- Prepare books, teacher's materials and class supplies for English and Spanish classes, including nametags, writing materials, technology, etc.
- Assist with event planning and coordinate registrations for classes

- Give input to establishing processes, policies and systems for more effective operations.
- Assist language ministry coordinators as needed.

Evaluation:

- In the first year of employment, the Pastor, in consultation with the Staff Parish Relations Committee and Hispanic Ministries Coordinator, will conduct a 3-month review.
- After the first year, an annual review of the employee will be held to evaluate performance and level of improvement.

Requirements & Compensation:

- Position is limited to an average of 10 – 20 hours per week.
- Must be on site for language classes, currently Monday evening from 5pm – 8pm.
- Days and times worked and work from home are negotiable.
- Compensation rates \$17 - \$25 per hour commensurate with experience.
- Must pass background check and adhere to Crossroads Safe Sanctuary policies.
- A successful in-person interview will be followed by a Spanish screening test.

EMAIL RESUME OR DIRECT QUESTIONS TO PASTORANGIE@CROSSROADSWAUNAKEE.ORG