

## Position Description

Title: Justo and Catherine González Resource Center (“Center”) Intern

Employment Status: Part-time, non-exempt

Responsibility: Provide administrative support and assist in promoting the ministry of the Center

Reports to: Associate Director of the Center and Latino Field Ministries Coordinator

Relates to: AETH staff, CBF staff, and users of the Center

Supervises: No one

### Duties:

- Greet and help visitors and users of the Center
- Open correspondence (electronic and written) and respond as needed, including invitations extended to Justo L. González
- Communicate AETH’s mission and explain its programs
- Direct inquiries as needed to appropriate AETH personnel
- Work on digitization of the Center’s holdings
- Help catalog and organize the materials housed at the Center
- Help coordinate events sponsored by or held at the Center
- Participate in conversations to visualize the future role of the Center
- Participate in the communal activities of the CBF staff
- Other duties as related to the functioning of the Center

### Requirements

Education: College or its equivalent; someone with formal study in ministry, Bible, and/or theology preferred

Experience: Administrative office work; demonstrated engagement with a variety of Christian faith traditions and cultural settings, particularly within a Latino/a context, as well as an interest in church life and biblical and theology studies

### Skills:

- Ability of work as part of a team
- Computer proficiency in MS Office
- Verbal and written communication skills in both English and Spanish
- Good interpersonal skills in telephone and electronic media as well as in-person contact
- Attention to detail and accuracy with above average organizational skills
- Thinking creatively about the role of the Center in service to the church

Commitment: Being part of a network dedicated to the life of the church and the role of the Center as it strives to help “churches and individuals discover and fulfill their God-given mission”; appreciation of the history, work, and theological contributions of Hispanic-Latino/a leaders