EPISCOPAL DIOCESE OF CHICAGO

POSITION DESCRIPTION
DIRECTOR OF MULTICULTURAL MINISTRIES

Position Summary

The Director of Multicultural Ministries is responsible for developing a strategy to foster the vitality and sustainability of multicultural congregations and ministries throughout the diocese, including developing and training leaders. Collaborating with the bishop and other members of the bishop's staff, the Director of Multicultural Ministries identifies and assesses needs and provides consultation, support, and resources. This position offers the opportunity to model the Gospel of Jesus Christ by making a significant impact on diversity, equity, and inclusion by welcoming all people to participate fully in the life and ministry of the diocese.

Duties and Essential Job Functions

Strategy Development

- Develop and implement a strategy for multicultural ministry aligned with the mission, vision, and priorities of the bishop and diocese.
- Advocate for inclusivity and diversity within diocesan initiatives and programs, worship services, and events, ensuring that people from all cultural and racial backgrounds are welcomed and valued.
- Provide guidance on the inclusion of multicultural perspectives in diocesan decision-making processes, strategic planning, and initiatives.
- Collaborate with diocesan leadership to allocate resources effectively for multicultural initiatives, outreach, and congregations.

Engagement and Support

- Establish strong relationships with diverse communities within the diocese, particularly with ethnic, racial, and linguistic minorities, including immigrant, refugee, and underrepresented groups.
- Offer pastoral and practical support to multicultural congregations, ministries, and leaders.
- Collaborate with the Canon for Formation to develop and train lay leaders in multicultural settings, empowering them to take active roles in ministry and church leadership.
- Assist in the identification and recruitment of diverse individuals for diocesan

leadership positions.

- Serve as the bishop's key representative to a diocesan committee established by the bishop to energize and support multicultural congregations and ministries throughout the diocese.

Other Functions and Responsibilities

This position description outlines the general responsibilities and qualifications for the position of Director of Multicultural Ministries. It is not intended to be an exhaustive list of all tasks that may be required in this role. The Diocese reserves the right to revise or modify the position description as needed.

Qualifications

Education and Experience

- A bachelor's degree in multicultural studies, education, social work, ministry, or a related field, or equivalent experience demonstrated through professional work.
- A minimum of five years of experience working in a multicultural or cross-cultural context, preferably within The Episcopal Church or faith-based context, a nonprofit organization, or an educational setting.
- Proficiency in Spanish (fluency in speaking, reading, and writing) is preferred.

Skills, Competencies, and Attributes

- A commitment to the mission and vision of The Episcopal Church and the Episcopal Diocese of Chicago.
- A commitment to fostering a culture of diversity, equity, and inclusion.
- In-depth knowledge of cultural competency, and the history and challenges of racial, ethnic, and immigrant communities.
- Capable of collaborating effectively with individuals from diverse cultural and linguistic backgrounds, particularly those from underrepresented groups.
- Strong organizational skills.
- Solid problem-solving abilities and a collaborative approach to ministry.
- Effective communication, presentation, and facilitation skills.
- Strong skills in program development and design.

Work Schedule and Environment

- Regular, part time position with exempt status. (Amount of time to be determined.)
- The Director of Multicultural Ministries reports to and is supervised by the Canon for Formation.

- Available to work some evenings and weekends as needed for diocesan events, gatherings, and meetings.
- The Director of Multicultural Ministries works in a professional office environment and routinely uses standard office equipment such as computers, phones, copy machines, and filing systems (digital and physical). Microsoft Office proficiency is essential.

Additional Expectations

- The Director of Multicultural Ministries is required complete all levels of Safe Church, Safe Communities training and diocesan Anti-Racism training including refreshers or re-certification as directed.
- Every member of the bishop's staff is subject to a background check prior to employment.

Compensation

- Competitive salary
- Full benefits, including single health insurance and pension