



## AETH JOB OPENING

Asociación para la Educación Teológica Hispana (AETH)

### Job Title: Young Líderes Program Manager

**Type:** Contract, 1 year (with the possibility of extension to 4 more years) | 30 hrs. a week

**Location:** Remote position within United States and/or Puerto Rico

**Program:** Capacity Building

**Reports:** Executive Director and The Justo & Catherine González Resource Center Director

#### **About AETH:**

The Association for Hispanic Theological Education (AETH) is an inter-denominational Christian faith-based network of people and institutions working since 1992 in the United States, Canada, Puerto Rico, and more recently in Latin America and the Caribbean dedicated to promoting and improving theological education and its impact on the lives of individuals, churches, and communities.

#### **Position Overview:**

Young Líderes is an intergenerational program within AETH of young Latino/a leaders exploring the intersection of faith, identity, justice, and calling. Its undertaking is "to build intergenerational bridges between experienced and emerging Christian leaders through dialogue, mentorship, and mutual support with the purpose of creating young líderes (leaders) who can transform the church of today for the hope of *Mañana* (tomorrow)."

As a Young Líderes Project Manager, you will be responsible for making a reality the program's vision while enabling the Justo & Catherine González Resource Center's (J&CGRC) mission with tasks such as but not limited to the planning, execution, and completion of daily and program related responsibilities. This role requires strong project management skills, excellent communication, flexibility and the ability to collaborate with diverse teams and audiences.

#### **Key Responsibilities:**

- The Young Líderes Project Manager (YLPM) assists in the coordination of conferences, courses, events, workshops and webinar/course development.
- The YLPM supports the J&CGRC to meet the goals and success markers of the center, and in measuring and tracking these.
- He/she will work collaboratively in the tracking of the program performance as directed by AETH's Executive Director.
- The YLPM will also assist in the different tasks related to grant reporting. He or she must perform other duties as assigned by the ED, while creating a discipline of accountability.
- This position becomes the voice of the younger generation within AETH's organization

#### **Tasks**

- Keep the work plan updated
- Assist monitoring the execution of the plan
- Report and assist in the resolution of the problems that may arise related to the implementation of the plan to keep the plan on course as directed by the Executive Director
- Maintain fluid and timely communication with the people, committees and organizations that contribute to the realization of the program
- Serves as liaison between young emerging and established leaders in the church and academy from the J&CGRC
- Participate of weekly staff and one-on-one meetings

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[www.aeth.org](http://www.aeth.org)

- Create project related documentation and recurrent reporting
- Monitor the progress of the registrations for events
- Monitor the status of income and expenses of the event budget
- Help coordinate with activities as assigned
- Help coordinate the evaluation of the events and the program, and obtain learnings
- Assist in the preparation and submission of the yearly grant reports

**Required Qualifications:**

- The applicant must be willing to work in a Christian environment that promotes theological education.
- He or she must hold a degree in management, administration, theology or equivalent and have work experience with excellent administrative skills, or performed similar role.
- This person must show proven ability to organize and complete multiple tasks and demonstrate proven ability and willingness to be an active team member of a team-based work environment.
- Chosen candidate must be able to think strategically while execute administratively.
- Person must be able to agree to a working time schedule aligned with AETH's operational hours and needs.
- Applicant should possess an effective presentation, verbal and written skills in English and Spanish.
- He or she must have knowledge and experience working with MS Office and Google applications.
- Familiarity with office gadgets and willingness to learn other applications.
- Must be discrete and maintain confidentiality.

**Contract Details:**

- Contract Duration: Contract, 1 year (with the possibility of extension to 4 more years)
- Compensation: Competitive hourly rate
- Weekly hours: 30 hours a week
- Work Schedule: Flexible remote work, within the operational needs of the Program

**How to Apply:**

Interested candidates are invited to submit a resume and cover letter to [administration@aeth.org](mailto:administration@aeth.org). Please include "Young Líderes Project Manager" in the subject line.

**Application deadline:**

Friday, May 3<sup>rd</sup>, 2024.

**Equal Opportunity Employer:**

AETH is an equal opportunity employer. We welcome and encourage applications from individuals of all backgrounds with formal residency in the United States and Puerto Rico.