

Roman Catholic Diocese of Orange
Performa Position Description

POSITION TITLE:	Deaf Ministry Interpreter/Coordinator
DEPARTMENT:	Deaf Ministry
FLSA:	Non-Exempt
WEEKLY HOURS:	20 hours per week
LOCATION:	To be determined
SUPERVISOR:	Father Scott Allan

Summary Position Description:

As the key liaison of the Diocese of Orange with the Deaf Community, works as a sign language interpreter with strong administrative skills to support the Deaf Ministry of the Roman Catholic Diocese of Orange. Must be a motivated professional to assist our Deaf Ministry Department as an interpreter for staff, guests, meetings, and liturgical events.

The Deaf Ministry coordinator will also be responsible for, administrative duties, special projects, and coordinating the enrollment of the Deaf into various Diocese sacramental programs. Support and maintenance of the Diocese Deaf website, and assisting other departments with Deaf Ministry materials is also required.

Duties and Responsibilities:

Interpreting (Sign and Oral) (50%)

- To interpret all morning staff meetings including “worship.”
- To interpret all liturgical events that the Deaf attend.
- To interpret for individual meetings within Deaf ministry as needed.
- To interpret for guests and other individuals who might want to communicate with our Diocese personnel.
- Occasional weekend work and evening interpreting (up to 5 %).

Administration, Coordination, and Virtual Engagement (50%)

- Attend special events, dinners and luncheons as necessary.
- Supports the Supervisor of Deaf Ministry.
- Provide administrative coordination of department activities.
- Provide consultation and coordination of Deaf resources.
- Assist with the development of special projects.
- Organize Deaf enrollment in various church programs.

- Assist with communication between the Deaf and various Parish and Diocese departments.
- Handle Deaf web and social media pages.

Qualification and Requirements:

- Deaf Ministry Experience
- NIC Certifications, or a Degree in Sign Language Interpreting and EIPA Certification. (Person may be exempt from the above based on their history with Deaf culture i.e. CODA, etc.)
- Strong written and oral communication skills
- Intermediate to advanced Microsoft Office Suite computer skills
- Good organizational skills
- Knowledge of Catholic Church and Parish operations
- Passion for the mission of being a disciple of Christ