

Southeast Pastoral Institute
La voz de un pueblo en marcha

Position Title: Project Director – *La Voz de Un Pueblo en Marcha*



Reports to: SEPI Executive Director

Location: Miami, FL

Employment Type: Full-time (grant-funded, 5 years)

Position Summary

The Project Director will lead the design, implementation, and evaluation of *La Voz de Un Pueblo en Marcha*, SEPI's five-year storytelling initiative funded by the Lilly Endowment. The initiative highlights the faith experiences of Hispanic Catholic communities across 30 dioceses in the Southeastern United States through theological reflections, short films, podcasts, and a published book/eBook.

The Director will provide overall vision, leadership, and coordination, ensuring that all components of the initiative align with SEPI's mission, deliverables, and grant expectations. This includes primary responsibility for project budget oversight, financial accountability, and all Lilly Endowment grant reporting.

Key Responsibilities

Strategic Leadership

- Provide vision and executive oversight for the initiative, ensuring alignment with SEPI's mission and Lilly Endowment's storytelling goals.
- Lead the planning and implementation of project timelines, milestones, and evaluation benchmarks.
- Represent the initiative publicly in diocesan, academic, and media contexts.

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Project Oversight & Management

- Supervise the project team, including the Assistant Director, media professionals, and consultants.
- Coordinate advisory board participation and integrate their feedback into project strategy.
- Oversee project budget, track expenditures, and ensure alignment with approved grant allocations.

Prepare and submit narrative and financial reports to the Lilly Endowment, ensuring accuracy, timeliness, and compliance.

- Maintain systems for documentation of in-kind contributions, evaluation data, and grant performance indicators.
- Work closely with SEPI's finance office to guarantee transparency and proper financial stewardship.
- Integrate *La Voz de Un Pueblo en Marcha* into SEPI's overall mission.

Content & Theological Guidance

- Ensure all theological reflections, films, and podcasts reflect Catholic teaching, cultural authenticity, and pastoral sensitivity.
- Oversee *Voces de Esperanza* facilitator training
- Oversee the curation of stories and development of accompanying reflection guides.
- Collaborate with theologians, pastoral leaders, and media experts to guarantee high-quality content.

External Relations & Community Engagement

- Serve as the primary liaison between SEPI, the project's advisory board, filmmakers, and national partners.
- Preserve the strong relationships with project participating diocesan leadership, community organizations, and funders.
- Promote the initiative across Catholic networks and platforms to maximize project impact.

Qualifications

- **Education:** Masters Degree or higher preferred, Communications, Theology, or related field.
- **Experience** in pastoral ministry in the hispanic community and media production, digital storytelling, or publishing is strongly desirable.
- **Skills:**
 - Bilingual: Fluent in English and Spanish (spoken and written).

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- Strong organizational, financial management, budget oversight, and strategic planning skills.
- Excellent communication, facilitation, and cross-cultural leadership skills.

Competencies

- Strong Catholic Identity.
- Commitment to SEPI's mission.
- Ability to inspire and lead diverse groups of clergy, lay leaders, and media professionals.
- Visionary, collaborative, and adaptable to changing circumstances.
- Discipline in maintaining compliance with funder requirements and institutional accountability systems.
- Discretion and respect for confidentiality.
- Demonstrated success in preparing detailed narrative/financial reports for grantmakers or institutional funders.
- Ability to lead multi-disciplinary teams and large-scale projects.
- Understanding of Catholic Church structures and principles of Hispanic ministry is essential.

Compensation & Benefits

- Salary commensurate with experience and aligned with grant budget.
- Health, retirement, and other benefits as offered by SEPI.
- Opportunities for professional development and national visibility.

Application Process

Interested candidates should submit a resume and cover letter outlining their interest and qualifications for the Project Director position by email to Ayme Urquijo at aymeus@sepi.us. Please put the Job Title in the Subject Line. Applications will be reviewed on a rolling basis until the position is filled.

SEPI is an equal opportunity employer and encourages applications from all qualified individuals committed to advancing Hispanic Ministry in the Southeast United States.