



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

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ARMENIAN LANGUAGE MINISTRY SPECIALIST

Job Description

MISSION OF THE MINISTRY: The mission of the Armenian Language Ministry is to offer resources, training, and programs in the Armenian language to our parishes to grow in faith, discipleship and understanding of our Lord Jesus Christ and the teachings of the Armenian Church.

JOB DESCRIPTION OF THE SPECIALIST:

POSITION NAME: Armenian Language Ministry Specialist

REPORTS TO: Director of the Diocesan Ministries

CLASSIFICATION: Full-Time, Exempt Hybrid

Position Summary of Duties: The focus of the Office of Armenian Education is the support for the educational ministries of the clergy, Church School teachers, families, and others engaged in formation of the Armenian Identity and Culture on every age level. The Specialist oversees all Armenian School programs. Collaborates with other institutions involved with teaching the Western and Eastern Armenian languages. The specialist is charged with the responsibility of assisting parishes in establishing and sustaining Armenian studies programs that comprises the teaching of the Modern Armenian language (Western and Eastern) and Armenian history and culture, as well as the teaching of the Armenian Church. To enhance the Armenian studies programs of the parishes, as well as to facilitate the work of the teachers, the Office of the Armenian Education will provide the Church schools with:

-Teacher Seminars and Workshops

-Books and Audio/Visual Materials

-New Textbooks

DUTIES AND RESPONSIBILITIES:

- Work with the Director of Ministries and Ministries Staff to develop a clearly defined vision and strategy for Armenian Language ministries.
- Make accessible to the largely English-speaking parishioners the elements of the Diocese written resources related to the history, tradition, theology, spirituality of the Armenian Church available only in Modern Armenian.
- Collaborate with experts and leaders of the Armenian diaspora community to establish effective programs for teaching Modern Armenian as a second language. Establish an Armenian Language Ministries Advisory Board comprising experts and teachers.



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- Oversee the development of an age-appropriate Armenian language and Christian heritage curriculum for Diocesan Armenian schools, teens, campers, and learners of all ages.
- Provide pedagogical guidance, support, and resource recommendations to Diocesan parish Armenian language ministries.
- Organize professional development events and offer enrichment opportunities for Armenian-language educators.
- Maintain regular communication with Armenian Language ministries leaders through frequent emails/phone calls and provide updated information for the Vemkar Diocesan ministries website.
- Maintain Diocesan Web Page/Website for Armenian Language Ministry. Develop and maintain a rich social media presence, with regular posts in the Modern Armenian languages on topics relevant to the Diocese's mission.
- Closely collaborate with Zohrab Center.
- In collaboration with the Armenian Language Ministries Advisory Board, critically review existing Armenian language and other resources and programs for their usefulness and effectiveness according to the needs, specific circumstances, financial and human resources in our Diocese today, as well as for their relevance to the Diocese's mission.
- Complete other duties, as assigned by the **DM**. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

POSITION REQUIREMENTS:

- Active member of an Armenian Church parish
- Graduate degree in theology, ministry, or related field preferred
- Expert knowledge of the teachings and values of the Armenian Church and proven ability to impart this knowledge to adults.
- Bi-lingual fluency in speaking, reading, and writing English and Armenian
- Translation experience in English and Modern Western/Eastern Armenian
- Strong organizational skills and the ability to prioritize workload and multitask to meet demands.
- Experience with use of various social media platforms for pedagogical and communication purposes.
- Ability to drive and travel to locations throughout the Eastern Diocese.