



## JOB OPENING

### Associate Director of Formation, Academics and Resources

**Type:** Full-time

**Term:** 5-year employment contract following successful completion of 180-day introductory period

**Location:** Remote position within United States and/or Puerto Rico (with occasional travel)

**Focus:** Formation, Academics and Resources

**Reports to:** Executive Director

**Salary Range:** Commensurate with experience

#### **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**

AETH seeks a strategic, hands-on, and mission-focused leader to serve as Associate Director of Formation, Academics, and Resources. This role is ideal for a professional who combines strategic vision with practical execution, someone who is detail-oriented, highly organized, and eager to shape and implement initiatives that advance AETH's mission.

The Associate Director will oversee the development, coordination, and evaluation of AETH's academic and programmatic initiatives, fostering partnerships, innovation, and academic integrity across the organization's network. We are **seeking** an individual with an entrepreneurial mindset, strong project management skills, and a passion for developing meaningful educational resources that serve the global Hispanic theological education community.

#### **Key Responsibilities**

- Provide strategic and operational leadership for AETH's academic and program initiatives.
- Design, implement, and evaluate formation programs, conferences, and resources aligned with AETH's mission and strategic plan.
- Coordinate the creation and dissemination of academic and educational resources that strengthen theological education in Hispanic and Latina/o contexts.
- Collaborate with theological institutions, denominational partners, and program teams to build sustainable and innovative academic initiatives.
- Manage project timelines, budgets, and deliverables with precision and accountability.
- Support grant writing, reporting, and donor engagement related to programs and academic work.
- Represent AETH in academic and ecclesial events, both virtually and in person, as a visible ambassador of the organization.
- Cultivate a spirit of innovation, collaboration, and continuous improvement within AETH's programmatic formation and academic areas.



## Required Qualifications

- Willingness to work in a Christian faith-based environment that promotes theological education across denominational traditions.
- Advanced degree required (DMin, PhD, or EdD in Theology, Education, Leadership, or related field preferred).
- Minimum of 5 years of progressive experience in program development, academic administration, and/or nonprofit leadership.
- Demonstrated ability to lead complex projects from concept to completion.
- Strong strategic thinking and problem-solving abilities with a hands-on, results-oriented approach
- Excellent written and verbal communication skills in both English and Spanish (bilingual fluency required).
- Entrepreneurial mindset and capacity to innovate within a mission-driven context.
- Deep commitment to AETH's mission, values, and theological diversity.
- Ability to work independently in a fully remote environment and collaborate effectively across virtual teams and time zones.
- Willingness to work across departments to promote cross fertilization growth.
- Willingness and ability to travel occasionally for events, conferences, and meetings (estimated 15-30 days per year).
- Proficiency with MS Office Suite and Google Workspace applications.
- Legal authorization to work in the United States or Puerto Rico.

## Why Join AETH?

- Be part of a visionary and transformative organization shaping the future of Hispanic/Latina/o theological education.
- Work with a team committed to faith, justice, and academic excellence.
- Enjoy complete remote work flexibility with a supportive, collaborative environment.
- Engage with leaders and institutions across the Americas in a dynamic and inspiring network.
- Make a tangible impact on theological education, leadership development, and community transformation.

## Compensation

- Salary: Commensurate with experience and qualifications
- Position Type: Full-time W-2 employee (40 hours per week)
- Employment Term: 180-day introductory period followed by a 5-year renewable employment contract

## Benefits:

- Paid Time Off: 18 PTO days per year
- Federal Holidays: 12 paid holidays per year
- Professional Development: Annual allowance for conferences, training, and continuing education
- Remote Work: Full flexibility to work from home with occasional travel (15 – 30 days per year)





- Technology Support: Connectivity stipend
- Mentoring along a senior resource for professional growth.

### Work Schedule

Flexible remote work schedule with general availability during core business hours for meetings and collaboration.

### Application Process

To apply for this position, please submit the following materials to **administration@aeth.org** with the subject line: **Associate Director of Formation, Academics and Resources Application.**

- Cover letter addressing your interest in the position and alignment with AETH's mission
- Current curriculum vitae (CV) or résumé
- Names and contact information for three (3) professional references

### Application Deadline

Applications will be reviewed on a rolling basis. Early application is encouraged as interviews may begin before the deadline. Position will remain open until filled.

### Selection Timeline

- Applications reviewed on a rolling basis beginning immediately
- First-round interviews: Mid-January 2026
- Second-round interviews: Early February 2026
- Expected start date: February – March 2026

### Equal Opportunity Employer

AETH is an equal opportunity employer committed to building a diverse and inclusive team. We welcome and encourage applications from individuals of all backgrounds who have legal authorization to work in the United States and Puerto Rico. As a Christian faith-based organization, AETH considers alignment with our mission and values as part of the selection criteria.

### Questions?

For questions about this position, please get in touch with AETH at **administration@aeth.org**.

