



Spanish Market Coordinator

JOB SUMMARY

We're looking for someone who's passionate about serving Hispanic families and building authentic relationships within Spanish-speaking communities. As our **Spanish Market Coordinator**, you'll be at the heart of an exciting new initiative—bringing Axis resources to **50,000 Hispanic families in 2026**.

This isn't just a translation project. You'll be **building bridges between Axis and Hispanic churches, ministries, and organizations**, ensuring our content truly resonates with the communities we're trying to serve. You'll work with cutting-edge AI translation technology while maintaining the personal, relational touch that makes ministry partnerships successful.

Axis creates **high-quality print and video resources** for parents, helping families navigate **culture** and **faith** together. **We serve over 10 million families annually through our free resources**, and we're expanding our reach into the Hispanic market across the United States, Latin America, and Central America.

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JOB DETAILS

Job Title: Spanish Market Coordinator
Status: Part-time, Non-exempt
Department: Operations
Reports To: Chief Operations Officer
Serves On: Operations Team
Location: Hybrid

Summary of Benefits: No benefits
Travel: Minimal travel required; occasional team retreats or organizational events may apply
Hourly Rate: \$28/hour

KEY RESPONSIBILITIES

- Build and Nurture Partnerships
- Develop relationships with Hispanic churches and ministry organizations
- Work closely with our Church Partnerships team to identify and connect with Spanish-speaking communities
- Serve as the primary liaison between Axis and our Hispanic ministry partners
- Coordinate with publishing partners (like Lifeway) to maximize distribution of free resources
- Oversee Content Quality and Translation
- Manage rights and permissions for all Spanish-language content
- Ensure AI-translated content maintains quality and cultural relevance through human verification
- Work with native Spanish speakers to gather feedback and improve content





KEY RESPONSIBILITIES CONTINUED

- Coordinate Strategic Initiatives
- Work with translation and production vendors to deliver high-quality resources
- Help plan and execute our Hispanic Ministry Mastermind event
- Manage multiple distribution channels—website, social media, email, print, and church partnerships
- Track success metrics and report on progress toward reaching 50,000 families
- Drive List Acquisition and Engagement
- Build our Spanish-language email database through partnerships and organic growth
- Oversee the weekly Spanish Culture Translator email (translation and distribution)
- Work with our marketing team to implement strategies that truly connect with Hispanic audiences
- Focus on quality connections over quantity—we're building trust, not just lists

REQUIRED SKILLS & QUALIFICATIONS

- Fluent in Spanish and English (both written and spoken)—you can easily move between languages and understand cultural nuances
- Demonstrated experience working with or serving Hispanic communities—you understand the culture, values, and unique needs of Spanish-speaking families
- Relationship builder—you're naturally good at connecting with people and building trust within church and ministry contexts
- Organized and detail-oriented—you can manage multiple vendors, partnerships, and projects without dropping balls
- Mission-driven—you're excited about making high-quality resources accessible to families at no cost
- Active, personal faith in Jesus Christ is required for this role. Axis is a Christian ministry, and all team members are expected to align with and affirm Axis' Statement of Faith
- Candidates must be authorized to work in the United States.

PREFERRED SKILLS & QUALIFICATIONS

- Experience in ministry, nonprofit work, or Hispanic community organizations
- Background in content coordination, translation management, or publishing
- Understanding of digital marketing and email communications
- Familiarity with church partnership development
- Experience working with AI tools or translation technology

PHYSICAL REQUIREMENTS

This position is primarily sedentary and performed in a standard office or home office environment. Essential physical requirements include:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing and operating standard office equipment.
- Ability to communicate clearly via phone, video, and in-person.
- Occasionally required to stand, walk, reach, or bend.
- Occasionally required to lift or carry items up to 25 lbs.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.





AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

HOW TO APPLY

To apply, please email your resume to heather@axis.org.

Candidates must be authorized to work in the United States.

This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization.

