

**Job Description: Co-Executive Director of
SOUTHWEST GOOD SAMARITAN MINISTRIES (SWGSM)**

Position Title: Co-Executive Director

FLSA Status: Full-time, exempt

Primary Function: The Co-Executive Director serves in partnership with the current Executive Director, Rev. Feliberto Pereira, (whose position will become “Co-Executive Director” upon the filling of this position), as the chief executive officers and the principal interpreters of the vision and mission of the SWGSM.

The Co-Executive Director roles are intended to serve as an equally shared position until the current Executive Director, Rev. Feliberto Pereira, retires or ceases to serve as the Co-Executive Director.

The intention of the Board is to name the Co-Executive Director as the Executive Director whenever that position becomes vacant.

Duties and Responsibilities:

The Co-Executive Directors will work in collaborative partnership to carry out shared duties and responsibilities. This will require transparent communication and clarity of shared workloads with one another, staff, and the Board. The Co-Executive Directors will have shared accountability for the strategic leadership and oversight of SWGSM including:

1. Oversees the entire programmatic and administrative operation of the SWGSM, ensuring that the vision and objectives established by the SWGSM's Board are always honored.
2. Develops and implements a comprehensive plan to interpret and promote the work of the SWGSM among individuals, foundations, congregations and other church entities, with the purpose of securing both their spiritual and financial support for the ministry; and is responsible for nurturing the communication with established donors.
3. Initiates new programs and services within the vision and objectives of the ministry.
4. Approves all financial transactions of the SWGSM.
5. Approves the appointment or dismissal of the Associate Executive Director, the Office Administrator, the Administrative Assistant, the Custodian and any other paid staff of the SWGSM.
6. Conducts annual performance reviews of the Associate Executive Director and, with the input of the Associate Executive Director, other paid staff.

7. Is the official representative of the SWGSM and is authorized by the SWGSM Board to sign agreements and make decisions on behalf of the ministry.
8. Along with all other SWGSM staff provides direct services to immigrants, including transportation and hospitality.
9. Participates actively in the denominational life of the Christian Church (Disciples of Christ) at the local, regional, and national levels, including Obra Hispana. A moderate amount of related travel will be required.
10. All other duties as assigned by the SWGSM Board.

Supervision & Review: The Co-Executive Director is appointed by the SWGSM Board of Directors and shall report to the SWGSM Board. An annual performance review of the Co-Executive Directors will be conducted by the Executive Committee.

Qualifications & Desired Skills:

1. Commitment to respond with love, respect and compassion to immigrants. Personal character must be measured, dutiful, with utmost empathy and open-mindedness to any and all, regardless of gender or creed, race, or political position.
2. An active member of a congregation of the Christian Church (Disciples of Christ) in the United States and Canada.
3. Demonstrated knowledge of U.S. immigration laws and procedures.
4. Ability and commitment to work in partnership with other organizations and initiatives of the Christian Church (Disciples of Christ), as well as ecumenically.
5. Using a consensus model and working together as Co-Directors with an ability and commitment to work collaboratively.
6. A visionary leader, capable not only of ensuring the implementation of SWGSM's ongoing projects and programs, but also of articulating new ways and directions to make more effective the church's response to the immigration crisis and challenges.
7. Strong leadership, organizational, and administrative skills toward sharing oversight and direction of finances and budget, campus infrastructure and upkeep, and staff leadership.
8. Ability to communicate effectively the vision and mission of the SWGSM to individuals and congregations, as well as to other groups, institutions and organizations.
9. Ability to seek and cultivate potential donors and secure their financial support for the SWGSM.
10. Ability to speak, read and write fluently in English and Spanish.
11. Ordination in the Christian Church (Disciples of Christ) preferred.
12. Must reside in the Rio Grande Valley area or commit to relocate to that area, preferably within 40 miles from BayView, Texas.

Compensation:

The organization takes into account appropriate candidate experience details as well as geographic factors when determining compensation and benefits for this position.

The expected salary range for this position is \$60,000-\$70,000 per year plus benefits.

To Apply:

Please submit a cover letter, resume, and three references with contact information (name, email, phone #) to SWGSMSearch@gmail.com by November 15, 2026.