

ASSOCIATE DIRECTOR OF WOMEN'S WORKSHOPS

I. Title: Associate Director of Women's Workshops

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: Assist the Directors in carrying out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning the Workshops on Biblical Exposition.

IV. Definition: She shall report to and be under the direct supervision of the Director of Women's Workshops. She shall be also responsible to the Director of Workshops, the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - establish and maintain relationships with Workshop host churches
 - oversee and execute the coordination of all women's workshop planning and logistics with the hosts
 - represent the CST at conferences (e.g., TGCW)
 - maintain web pages for Workshop locations
 - implement checklists and quality control metrics
 - maintain effort to standardize Workshop procedures
 - coordinate follow-up with women's Workshop participants
 - collect and review women's Workshop participant data
 - communicate and maintain relationships with women's Workshop speakers and leaders, as needed
 - administer details (transportation, lodging, honoraria, etc.) for women's Workshop speakers
 - lead at particular Workshops as an instructor
 - participate in planning and leadership of training events (e.g., Instructors' Gathering, CCP Summer Intensive)
 - track Small Group Leader data
 - maintain Neon database for Workshops
 - create itineraries for Workshops

VI. Other Responsibilities

- as assigned by the Director of Women's Workshops, the Director of Workshops, the Director of Ministries, the Executive Director, and the Board of Directors



VII. General Responsibilities

- shall dedicate herself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- bachelor's degree or equivalent experience in relevant field
- three to five years of relevant ministry experience (preferred, not required)
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in Titus 2
- demonstrated commitment to the vision of the CST