

DIRECTOR OF ONLINE TRAINING

I. Title: Director of Online Training

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: The Director of Online Training will carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning the online courses.

IV. Definition: He shall report to the Director of Ministries. He shall also be responsible to the Executive Director and the Board of Directors.

V. Principal Responsibilities:

- Online Courses
 - with the Director of Ministries, oversee the Online Courses
 - manage recruitment and relationships
 - develop and maintain relationships with partner organizations
 - manage all student relationships from registration to completion
 - grade *for credit* student assignments
 - maintain accreditation process and seminary partnerships
 - design and execute recruitment strategies for new students/groups
 - identify and support local leaders training with the Online Courses
 - design and implement quality control metrics
 - develop Online Course curriculum documentation
 - provide customer service via phone and email
 - track and report enrollment data
 - with the Director of Ministries, oversee producing new Courses
 - coordinate pilot groups for new Courses
 - oversee producing Courses in all languages
 - create and execute an annual budget
- Workshops on Biblical Exposition
 - compile photo and video from Workshops and catalog them
 - oversee editing and posting of resources from Workshops
 - other responsibilities as assigned
- Residential Training
 - serve as a Practice Group Leader (as needed)

- other responsibilities as assigned
- Gospel Resources and Partnerships
 - with the Director of Workshops, manage the Media Manager
 - review and approve social media posts
 - strategize how to leverage social media to promote initiatives and community
 - collaborate with team to maintain and update website media
 - oversee website permissions and troubleshooting
 - serve as producer on podcasts and media series (e.g., Sunday Dinner, Getting Started)
 - lead efforts to create and maintain any apps for the organization
 - establish and maintain relationships with resource partner organizations
 - define criteria for resource selection and production
 - other responsibilities as assigned

VI. Other Responsibilities

- as assigned by the Director of Ministries, the Executive Director, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself 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)
- master's degree or equivalent experience in relevant field
- five years of relevant ministry experience
- 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 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST