

DIRECTOR OF WOMEN'S WORKSHOPS

I. Title: 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. The Director shall be given specifically to the raising up of "proclaimers of the gospel of our Lord Jesus Christ."

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically the Workshops on Biblical Exposition (for women) and financial operations.

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

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - lead workshops
 - travel to and instruct at several Workshops per year
 - train instructors and small group leaders
 - recruit and train instructors for women's Workshops
 - manage staff
 - recruit, train, and oversee all Women's Workshop staff
 - coordinate workshops:
 - establish and maintain relationships with women's Workshop leaders
 - establish and maintain relationships with strategic pastors and create a context for community among all women's Workshop participants
 - establish and maintain relationships with women's Workshop hosts
 - oversee the coordination of all women's Workshop planning with the hosts
 - administer details (transportation, lodging, etc.) for women's Workshops
 - implement quality control metrics
 - maintain efforts to standardize Workshop procedures
 - assist in filming and film production related to women's Workshop events
 - coordinate follow-up with women's Workshop registrants
 - direct the collection and study of women's Workshop registrant data
 - maintain Neon database for Workshops
- Online Courses
 - strategically contribute or organize the production of material to the online platform as requested
 - other responsibilities as assigned



- Residential Training
 - explore, coordinate, and manage intensive Chicago Course on Preaching for women
 - responsibilities as assigned

- Gospel Resources and Partnerships
 - establish and maintain relationships with resource partner organizations
 - define criteria for resource selection and production
 - other responsibilities as assigned

- Operations, Advancement, Finances, and Communications
 - execute financial/bookkeeping operations as assigned
 - other responsibilities as assigned by Treasurer

VI. Other Responsibilities

- as assigned by 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
- 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