

MANAGER OF PORTUGUESE-LANGUAGE INITIATIVES

I. Title: Manager of Portuguese-Language Initiatives

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: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning the Workshops on Biblical Exposition in Portuguese.

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

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - establish and maintain relationships with strategic pastors and create a context for community among all Portuguese-speaking Workshop participants
 - establish and maintain relationships with Workshop host churches
 - oversee the coordination of all Workshop planning with the hosts
 - administer all details (transportation, lodging, etc.) for Workshops
 - implement quality control metrics (with Director of Workshops)
 - maintain efforts to standardize Workshop procedures
 - coordinate follow-up with Workshop registrants
 - direct the collection and study of Workshop registrant data
 - coordinate translation of Portuguese resources for Workshops
- Online Courses
 - oversee and execute customer service for Portuguese courses
 - assist in overseeing translation of Portuguese-language resources for online platforms
 - oversee marketing and recruitment operations for Portuguese-language courses
 - other 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

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 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)
- 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 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST