WORKSHOPS ADMINISTRATOR

I. Title: Workshops Administrator

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 Workshops. She shall be also responsible to the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principal Responsibilities:

- Workshops on Biblical Exposition
  - assist the Director of Workshops in
    - establishing and maintaining relationships with Workshop host churches
    - securing and communicating with Workshop leaders
    - growing efficiency in Workshop processes and procedures
    - implementing quality control metrics
    - improving communication of stories related to Workshops
  - oversee the coordination of all Workshop planning with the host churches
  - administer all logistics (transportation, lodging, etc.) for Workshop leaders
  - coordinate follow-up with Workshop registrants
  - direct the collection and study of Workshop registrant data and media
  - analyze Workshop data and participate in Workshop strategy discussions

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 (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