WORKSHOPS ADMINISTRATOR (SPANISH-LANGUAGE)

I. Title: Workshops Administrator (Spanish-Language)

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 Spanish-Language Initiatives. 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
  - assist the Director of Spanish-Language Initiatives 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 Spanish-Language Initiatives, 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