

# WORKSHOPS MANAGER (WEST ASIA)

I. Title: Workshops Manager (West Asia)

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 the West Asia.

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

V. Principal Responsibilities:

A. Workshops on Biblical Exposition

- establish and maintain relationships with strategic pastors and create a context for community among all West Asian Workshop participants
- establish and maintain relationships with West Asian Workshop speakers and leaders
- establish and maintain relationships with West Asian Workshop hosts
- oversee the coordination of all West Asian Workshop planning with the hosts
- administer all details (transportation, lodging, etc.) for West Asian Workshop leaders
- implement quality control metrics (shared with Director of Ministries)
- maintain efforts to standardize West Asian Workshop procedures
- coordinate follow-up with West Asian Workshop registrants
- direct the collection and study of West Asian Workshop registrant data
- participate in leadership of training events (as needed)

B. Simeon Model/Online Courses

- responsibilities as assigned

C. Residential Training

- responsibilities as assigned

D. Gospel Resources and Partnerships

- responsibilities as assigned

E. Simeon House/Research

- responsibilities as assigned

F. Operations, Advancement, Finances, and Communications

- responsibilities as assigned

VI. Other Responsibilities

- as assigned by the Director of Asian Initiatives, 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