

WORKSHOP ADMINISTRATOR AND ADMINISTRATIVE ASSISTANT

Job Description

I. Title: Workshop Administrator and Administrative Assistant

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

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- assist the Director of Ministries in:
 - establishing and maintaining relationships with workshop host churches
 - securing and communicating with workshop leaders
 - maintaining 'book table' resources
 - maintaining effort to standardize workshop procedures
 - implementing quality control metrics
- oversee the coordination of all workshop planning with the host churches
- administer all details (transportation, lodging, etc.) for workshop leaders
- arrange honoraria for workshop leaders
- coordinate follow-up with workshop registrants
- direct the collection and study of workshop registrant data and media

B. Initiative: Simeon Model/Simeon Course

- responsibilities as assigned

C. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Workshops and general use
- other responsibilities as assigned

D. Initiative: Simeon House and/or Residential Training (as available)

- responsibilities as assigned

E. Development, Finances, and Communications

- responsibilities as assigned

VI. Other Responsibilities

- as assigned by Director of Ministries, 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 experience (preferred, not required)
- proficiency in office software (operating system, 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