

ASSOCIATE DIRECTOR OF INTERNATIONAL WORKSHOPS

Job Description

I. Title: Associate Director of International Workshops

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. The Associate Director shall be given specifically to the raising up of “proclaimers of the gospel of our Lord Jesus Christ.”

III. Purpose: Carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically the International Workshops on Biblical Exposition.

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

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- Lead Workshops:
 - travel to an instruct at 4-6 Workshops per year
- Train Instructors/Leaders:
 - with the Director of International Workshops, recruit and train instructors for international Workshops, especially those in Africa
 - establish and maintain relationships with international Workshop leaders
- Coordinate Workshops:
 - establish and maintain relationships with strategic pastors and create a context for community among international Workshop participants
 - establish and maintain relationships with international Workshop host churches, especially those in Africa
 - oversee the coordination of designated international Workshops
 - implement quality control metrics
 - maintain effort to standardize international Workshop procedures
 - coordinate follow-up with international Workshop registrants
 - direct the collection and study of international Workshop registrant data
 - participate in leadership of training events (as needed)

B. Initiative: Simeon Course on Biblical Exposition (Prepare)

- 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 by Treasurer

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)
- master's degree or equivalent experience in relevant field
- ten years of significant and relevant experience in pulpit ministry and regular ongoing pulpit opportunities
- 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 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST