

# ASSOCIATE DIRECTOR OF SPANISH-LANGUAGE INITIATIVES

## Job Description

I. Title: Associate Director of Spanish-Language Initiatives

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 the Workshops on Biblical Exposition, online courses, translation efforts, and resource production in the Spanish language.

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

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- Lead Workshops:
  - travel to and instruct at Workshops as determined by the Director of Spanish-Language Initiatives
- Train Instructors/Leaders:
  - with the Director of Spanish-Language Initiatives, recruit and train instructors for international Workshops, especially those in Spanish-speaking countries
  - establish and maintain relationships with international Workshop leaders
- Coordinate Workshops:
  - establish and maintain relationships with strategic pastors and create a context for community among Spanish-speaking Workshop participants
  - establish and maintain relationships with Workshop speakers and leaders in Spanish-speaking Workshops
  - establish and maintain relationships with Spanish-speaking Workshop hosts
  - oversee the coordination of some Spanish-language Workshops
  - administer all details (transportation, lodging, etc.) for some Workshops in Spanish-speaking countries
  - implement quality control metrics
  - maintain effort to standardize Spanish-language Workshop procedures
  - coordinate follow-up with Spanish-speaking Workshop registrants
  - direct the collection and study of Spanish-speaking Workshop registrant data
  - assist in the coordination of the translation of Spanish-language resources for Workshops



- other responsibilities as assigned

#### B. Initiative: Online Courses

- oversee and execute customer service for Spanish courses
- assist in overseeing and coordinating translation of Spanish-language resources for online platforms
- oversee marketing and recruitment operations for Spanish-language courses
- assist in overseeing any supplementary staff for Spanish-language courses
- other responsibilities as assigned

#### C. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Spanish-language 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 Spanish-Language Initiatives, Director of Ministries, 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
- 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