

ASSOCIATE DIRECTOR OF WOMEN'S WORKSHOPS

Job Description

I. Title: Associate Director of Women's 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 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 Workshops on Biblical Exposition for women.

IV. Definition: She shall report to and be under the direct supervision of the Director of Women's Workshops. She shall be also responsible to the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principal Responsibilities:

A. Initiative: Workshops on Biblical Exposition

- assist the Director of Women's Workshops in establishing and maintaining relationships with strategic pastors and create a context for community among all women's workshop participants
- in collaboration with the Director of Women's Workshops, establish and maintain relationships with women's workshop speakers and leaders
- establish and maintain relationships with women's workshop host churches
- oversee the coordination of all women's workshop planning with the host churches
- with the assistance of the Workshop Coordinator, administer all details (transportation, lodging, honoraria, etc.) for women's workshop leaders
- implement quality control metrics
- maintain effort to standardize women's workshop procedures
- in collaboration with the Director of Women's Workshops, establish and execute new women's workshop events
- coordinate follow-up with women's workshop registrants
- direct the collection and study of women's workshop registrant data
- participate in leadership of training events (as needed)

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 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)
- 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