

# BRAZIL WORKSHOPS MANAGER

## Job Description

I. Title: Brazil Workshops Manager

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 Brazil.

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

- establish and maintain relationships with strategic pastors and create a context for community among all Brazilian Workshop participants
- establish and maintain relationships with Brazilian Workshop host churches
- oversee the coordination of all Brazilian Workshop planning with the hosts
- administer all details (transportation, lodging, etc.) for Brazilian Workshops
- implement quality control metrics (with Director of International Workshops)
- maintain effort to standardize Brazilian Workshop procedures
- coordinate follow-up with Brazilian Workshop registrants
- direct the collection and study of Brazilian Workshop registrant data
- coordinate translation of Portuguese resources for Workshops

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

- oversee and coordinate translation of Portuguese resources for online platforms
- other responsibilities as assigned

C. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Brazilian Workshops
- 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 International Workshops, 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 (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