

# CUBA WORKSHOPS MANAGER

Job Description

I. Title: Cuba 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 the Workshops on Biblical Exposition in Cuba.

IV. Definition: He shall report to and be under the direct supervision of the Director of International Workshops, Latin America Workshops Manager, 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 Cuba Workshop participants
- establish and maintain relationships with Cuba Workshop speakers and leaders
- administer or delegate all details (transportation, lodging, etc.) for Cuba Workshops
- implement quality control metrics
- maintain effort to standardize Cuba Workshop procedures
- establish and execute new Cuba Workshop events
- coordinate follow-up with Cuba Workshop registrants
- direct the collection and study of Cuba Workshop registrant data
- participate in leadership of training events (as needed)

B. Initiative: Simeon Model/Simeon Course

- Direct 'Havana Plan' and manage all resources allocated to residential training in Cuba
- responsibilities as assigned

C. Initiative: Gospel Resources and Partnerships

- identify and acquire appropriate resources for Cuba Workshops and general use
- other 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 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 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST