



## **POSITION DESCRIPTION**

### **Equipping Women Virginia Hub Coordinator**

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**Summary:** Oversees strategic plan and logistics for the Virginia training hub, develops and shepherds hub team, networks with local churches and parachurch ministries. Participates with cultural translations. Participates in the North American Hub Coordinator team, annual strategic planning events and creates internship opportunities.

**Reports to:** Equipping Women International Director for Africa and North America

**Commitment:** Part-time (20–25 hours / week)

**Location:** Within 100 miles of Fairfax County, Virginia

**Compensation:** Raises support

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#### **SPECIFIC AREAS OF RESPONSIBILITY**

- Successful completion of Entrust Equipping Women’s four core modules within two years of the start of staff service and successful completion of facilitator certification process (following completion of all four core modules) within three to four years of the start of staff service.
- Oversee coordination of annual Entrust hub training(s).
- Determine best ongoing training format and schedule for given hub.
- Oversee administrative and accounting details related to hub training, including data base entry and tracking and communication with participants and facilitators.
- Submit annual budget and strategic plan to assigned director by deadline.
- Network with local churches and parachurch organizations about the training(s).
- Communicate with other hub leaders and Entrust staff as needed.
- Develop and shepherd a hub team, organize face-to-face meetings every month, regularly inform hub team about decisions and news, delegate ministry responsibilities.
- Encourage participants, maintaining relevant communication about trainings.
- Collaborate with Communications team regarding hub promotion and oversee social media for assigned hub (e.g., Facebook group page, Instagram, and creative videos to encourage and challenge participants).
- Oversee coordination of vision casting events for prospective churches.
- Oversee coordination of participant reunions as needed.
- Organize hub team retreat as appropriate.
- Coordinate facilitation of Bible studies with hub team and local church using Entrust principles and/or an Entrust study, as appropriate.
- Participate in Equipping Women’s annual strategic planning, Town Hall, Leadership Retreat, quarterly hub coordinator gathering and required workshops.

- Participate in cultural translations of lesson plans, modules and local curriculum with appropriate team (e.g., hub team, hub coordinator team, regional team, curriculum team).
- Contribute to mobilizing new staff and donors to Entrust.

## **OUTCOMES**

- Entrust training will be provided annually for women, nationally and globally.
- An Entrust hub team will be developed and shepherded.
- Entrust will be well-networked with Virginia churches and parachurch organizations.
- The number of Entrust certified facilitators will increase in the hub area and globally.
- Entrust training opportunities and leadership will expand in the hub area.
- Entrust will gain additional interns, staff members and donors.
- Local and global churches will gain equipped biblical leaders who nurture, develop and mobilize others.
- Equipping Women facilitators will be mobilized to serve at global hub trainings.
- Culturally relevant training materials will be developed for the surrounding hub area.

## **QUALIFICATIONS**

### **Professional Qualifications**

- Ability to lead with vision and initiative.
- Ability to network with churches and individuals.
- Excellent team-building and shepherding skills.
- Ability to organize and prioritize work; detail oriented.
- Ability to display creativity and initiative in performing responsibilities.
- Commitment to best principles and practices in adult education.
- Familiarity with Microsoft 365, Zoom and Canva; ability to learn more advanced functions in these applications, and other software and data base programs as necessary.
- Ability to remain current in leadership development practices and procedures through reading or attending seminars.

### **Personal Qualities Desired**

- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.
- Desire to communicate well, relationally, and to resolve conflict in a biblical way.

### **Spiritual Qualities Desired**

- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness, and interpersonal relationships.

### **Employment Requirements**

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

*Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.*

March 2023