



POSITION DESCRIPTION

Equipping Women Mobilization Coordinator

Summary: Develops and implements a cohesive and strategic plan to mobilize and deploy Equipping Women leaders and staff. Develops and shepherds an Equipping Women mobilization team as part of the larger Entrust Mobilization team. Partners with like-minded Bible schools, seminaries, various ministries and denominations to develop training and staff opportunities and to promote women's ministry internships.

Reports to: Equipping Women Executive Director, working with Equipping Women leadership team

Commitment: Part-time; 20 hours / week

Location: Flexible

Compensation: Raises support. Base Salary starts at \$25,000 per year; staff use deputized fundraising to cover salary, benefits, and ministry expenses.

SPECIFIC AREAS OF RESPONSIBILITY

- Develop a strategy and a team for mobilization and promote cross-cultural ministry opportunities and internships for Equipping Women in conjunction with any existing Entrust mobilization and internship programs.
- Serve on Entrust's Mobilization team.
- Work creatively with Equipping Women leaders and Entrust Communications team to develop mobilization resources.
- Participate in Equipping Women leadership team and attend regional and country meetings as needed.
- Visit or attend Equipping Women Hub Trainings, as possible, to build relationships with participants and promote the staff and volunteer needs for Entrust (including the ongoing need for facilitators pursuing certification, certified facilitators and lead facilitators).
- Develop relationships with potential and new staff, encouraging them and serving as a resource.
- Develop relationships with various ministries and denominations to build awareness of Entrust trainings and to develop possible partnership opportunities.
- Partner with Bible schools and seminaries to promote internships.
- Coordinate internships with Entrust Human Resources.
- Attend global and local leadership events periodically to promote opportunities for service.
- Attend Equipping Women leadership team meetings, workshops and events, as appropriate.
- Attend the Entrust All Staff Conference and regional staff conferences, e.g., North American staff conference.
- Complete the Equipping Women four core modules and the process of becoming a Certified Facilitator within two years of joining staff.
- Contribute to mobilizing new staff and donors to Entrust.

OUTCOMES

- Entrust will gain needed staff.
- Entrust will expand partnerships with like-minded ministries, Bible schools and seminaries.
- Equipping Women leaders will be provided resources to help them mobilize additional staff.
- Equipping Women leadership team will benefit from excellent internal and external communication about staffing and internship possibilities.
- Entrust's Mobilization team will build healthy team dynamics and relationships, support one another in their work as each member works in their areas of strengths and giftedness with the result of unity, collaboration and increased effectiveness as a team.
- Ministry candidates will be inspired, motivated and guided to cross-cultural placement through participation in cross-cultural ministry opportunities.
- Entrust will gain new donors.

QUALIFICATIONS

Professional Qualifications

- High school diploma or equivalent. A bachelor's degree is preferred.
- Excellent written and verbal communication skills.
- Ability to organize and prioritize work.
- Willingness and ability to travel both domestically and internationally.
- Strategic thinker.
- Ability to network and build teams.
- Proficient with Microsoft 365, Zoom, databases and other computer skills; willingness to learn new programs as needed.
- Commitment to ongoing professional development and growth.
- Commitment to the best principles and practices in adult education and contextualized training.

Personal Qualities Desired

- Self-motivated, self-starter.
- Team worker.
- Flexible and adaptable to change.

Spiritual Qualities Desired

- Maturity in spiritual leadership.
- Growing Christian who is personally following Christ and active in a local church.
- Teachable spirit and servant's heart.
- 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.