



POSITION DESCRIPTION

Equipping Women Middle East Regional Leader

Summary: Oversees vision and strategy for expansion and regional team development for Equipping Women in the Middle East (M.E.). Supports the M.E. Country Leaders in shepherding M.E. Equipping Women staff and partners. Assists the International Director for Asia and the Middle East in providing administrative support to Entrust processes, mobilization, and strategic planning. Promotes strong communication between M.E. staff and Equipping Women International Director.

Reports to: Equipping Women International Director for Asia and the Middle East

Commitment: Part-time: minimum of 20 hours / week

Location: Flexible; U.S. or Middle East

Compensation: Raises support. Base Salary starts at \$25,000 per year for 20 hours / week; staff use deputized fundraising to cover salary, benefits, and ministry expenses.

SPECIFIC AREAS OF RESPONSIBILITY

- Pray regularly for Middle Eastern region, staff and volunteers.
- Oversee sharing the vision and strategy development for expansion of Equipping Women training and national team development within the M.E., including addition of countries.
- Lead monthly M.E. regional meetings.
- Work thoughtfully with M.E. leaders to identify needs and possible solutions in their individual contexts.
- Provide support, prayer and encouragement for M.E. country leaders and staff, online or in person.
- Organize at least one annual in person or online retreat for Equipping Women M.E. Country Leaders, to provide refreshment and encouragement and maintain alignment with Equipping Women's vision, mission, and goals.
- Assist country leaders in training and supporting new Equipping Women M.E. hub team coordinators.
- Collaborate with Equipping Women Leadership Team to mobilize gifted women to become certified facilitators.
- Contribute to mobilizing new staff and donors to Entrust.
- Leverage opportunities to raise awareness of Equipping Women trainings and encourage national teams to do the same.
- Utilize volunteers as needed to support Equipping Women's vision and work.
- Coordinate notes and other correspondence with Equipping Women M.E. staff.
- Communicate website changes for Equipping Women in M.E. to the appointed Communications leader.
- Provide ministry stories and statistics as requested by the Entrust Home Office.
- Attend Equipping Women Town Hall and Year-End Strategic Planning Zoom meetings.
- Attend online Regional Leader meetings monthly and the in-person Regional Leader retreats every 2-3 years.
- Attend professional development opportunities when possible.

OUTCOMES

- Equipping Women M.E. leaders will be encouraged in the Lord and supported in their ministries.
- Equipping Women training will expand into new countries within the M.E. region.
- Equipping Women will gain new staff and volunteers in the M.E to fully support hub and national trainings.

- Equipping Women M.E. leaders will receive direction and accountability in their ministry roles.
- Entrust will gain greater awareness of God's work through Equipping Women in the M.E.
- Entrust stakeholders and staff will receive timely updates about God's work through Equipping Women in the M.E.
- Entrust will gain new staff and donors.

QUALIFICATIONS

Professional Qualifications

- At least 3-5 years of ministry experience, including shepherding and mentoring.
- Completion of all four Equipping Women core modules and the facilitator certification process.
- Ability to organize and prioritize work; detail oriented.
- Excellent written and verbal communication skills, including video conferencing.
- Ability to network with key organizations and churches.
- Genuine interest in and understanding of global leadership training.
- Proven ability to work effectively in cross-cultural settings.
- Cross-cultural ministry experience overseas (long-or short-term).
- Ability to meet deadlines.
- Familiarity with Microsoft 365 and Zoom; ability to learn more advanced functions in these applications, and other software and database programs as necessary.
- Commitment to best principles and practices in adult education and contextualized training.

Personal Qualities Desired

- Excellent listening skills.
- Creativity and initiative in performing responsibilities.
- Strategic thinking and problem-solving skills.
- Curiosity in learning about different cultures and new perspectives.
- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.
- Wisdom in areas of confidentiality and appropriate communications.
- Ongoing concern for the spiritual well-being of Equipping Women M.E. leaders.

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.
- Qualities of a biblical shepherd.

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.

July 2024