



POSITION DESCRIPTION

Equipping Women North Texas Hub Coordinator

Summary: Oversees strategic plan and logistics for the North Texas 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 North American Regional Leader

Commitment: Part-time, expected to be 10-20 hours / week

Location: Within 100 miles of Frisco, TX

Compensation: Raises support. Base Salary starts at \$12,500 per year for 10 hours / week; staff use deputized fundraising to cover salary, benefits, and ministry expenses.

SPECIFIC AREAS OF RESPONSIBILITY

- Oversee coordination of annual Entrust hub training(s).
- Determine best ongoing training format and schedule for North Texas hub.
- Oversee administrative and accounting details, data base entry and tracking, communication with participants and facilitators, related to hub training.
- 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.
- 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.
- Facilitate Bible studies using Entrust principles and/or an Entrust study.
- 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).

- Contribute to mobilizing new staff and donors to Entrust.

OUTCOMES

- Entrust training will be provided annually for women, nationally and globally.
- The Entrust North Texas hub team will be developed and shepherded.
- Entrust will be well-networked with North Texas 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.

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.
- Successful completion of Entrust Equipping Women's certification process (which includes completion of all four core modules).
- Commitment to best principles and practices in adult education and contextualized training.
- Familiarity with Microsoft Office Suite, Zoom and Canva; ability to learn more advanced functions in these applications and also 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.