



POSITION DESCRIPTION

Equipping Women Facilitator and Mentor

Summary: Facilitates Equipping Women core modules at certified training venues, including online training, as needed. As a certified co-facilitator, mentors participants and peer facilitators. As a lead facilitator, mentors participants, Facilitators Pursuing Certification and co-facilitators as needed.

Reports to: Equipping Women International Director for (insert which region as appropriate)

Commitment: Part-time or Full-time

Location: Flexible

Compensation: Raises support

SPECIFIC AREAS OF RESPONSIBILITY

- Facilitate Equipping Women core modules at certified training venues, including the online hub, as needed.
- Provide support for participants, co-facilitators, hub coordinators and lead facilitator as needed.
- Support and assist the Equipping Women team, as requested.
- Maintain communication with Equipping Women leadership to provide ongoing support, encouragement and prayer.
- Attend required meetings.
- Support team development/fundraising
- Contribute to mobilizing new staff and donors to Entrust.

OUTCOMES

- Local and global churches will gain equipped biblical leaders who nurture, develop and mobilize others.
- The number of certified Equipping Women facilitators will increase.
- Entrust training will be provided for women, nationally and globally.
- Entrust training hubs will be staffed with experienced facilitators and mentors.
- Equipping Women participants, Facilitators Pursuing Certification and lead facilitators in training will be supported and mentored.
- Financial partners for ministry expenses will be developed and maintained.

QUALIFICATIONS

Professional Qualifications

- Successful completion of the four core Entrust Equipping Women modules.
- Certified as an Entrust Equipping Women facilitator.
- Experience in being a lead facilitator or working towards becoming a lead facilitator.
- Commitment to best principles and practices in adult education.
- Experience coming alongside others in their spiritual walk, nurturing and helping them develop.

- Excellent organizational skills and ability to prioritize work.
- Meets deadlines in a timely fashion.
- Detail oriented.
- Demonstrates creativity and initiative in performing responsibilities.
- Communicates clearly, in written and spoken communications (i.e., emails, texts, letters, lesson plans, Zoom or other calls with peers and participants), using proper spelling, grammar, vocabulary, punctuation, content, flow, pragmatic intent, evaluative feedback skills, critical and cohesive thinking skills.
- Proficient in computer skills, specifically Microsoft Office Suite, Zoom and other applications as related to job function; willingness to learn new programs as needed.
- Willingness to remain current with leadership development practices and procedures.

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.

December 2022