



POSITION DESCRIPTION

WWMT Training Coordinator

Summary: Supports the Women-to-Women Ministry Training leadership team, promoting strong communication, offering creative solutions for overall ministry effectiveness, shepherding facilitators pursuing certification, developing and implementing a recruiting strategy.

Reports to: WWMT executive director

Commitment: Part-time

Compensation: Raises support

Location: Flexible

SPECIFIC AREAS OF RESPONSIBILITY

- Attend two to three hub trainings per year, ideally stateside and internationally.
- Serve in various capacities at WWMT trainings as needed.
- Attend and contribute to WWMT leadership meetings.
- Serve as a champion for certain key result areas in the WWMT strategic plan.
- Assist in process of certifying facilitators and provide support for women pursuing certification.
- Collect stories from local and hub trainings for Entrust's communication department.
- Write and send three WWMT newsletters each year.
- Maintain current and accurate database and electronic files on WWMT activities, hubs, facilitators, and recruitment.
- Assist in developing a recruitment plan for WWMT.
- Remain attentive to mobilizing new staff, interns and donors to Entrust.

OUTCOMES

- WWMT will consistently gain certified facilitators and new staff members.
- Women pursuing facilitator certification will receive support through all steps of the process.
- Hub coordinators, facilitators and other WWMT staff will remain informed, encouraged and involved in prayer for one another.
- Accurate records of all WWMT activities will be maintained.

QUALIFICATIONS

Professional Qualifications

- Successful completion of all four core WWMT modules over time, followed by certification as an Entrust facilitator.
- Ability to organize and prioritize work; detail oriented.
- Strong written and verbal communication skills.
- Familiarity with Microsoft Office software, experience with Microsoft Excel, and ability to learn other software as necessary.
- Experience in mentoring, discipling and shepherding women.

Personal Qualities Desired

- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Team worker.
- Discernment in handling confidential matters.
- Willingness to do work outside the position description.
- Creativity and initiative in performing responsibilities.

Spiritual Qualities Desired

- Ongoing concern for spiritual well-being of WWMT team.
- 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 with others.
- Teachable spirit and servant's heart.

Employment Requirements

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