



POSITION DESCRIPTION

Curriculum Writer

Summary: Writes and edits ministry training courses for Entrust. Partners with Entrust staff to develop and create new training materials. Revises existing courses as needed.

Reports to: Curriculum Director

Commitment: Full-time and part-time positions available

Location: Flexible

Compensation: Raises support

SPECIFIC AREAS OF RESPONSIBILITY

- Write ministry training curriculum which reflects Entrust's mission and values and adult educational best practices.
- Assist in editing Entrust materials.
- Meet with staff and Entrust facilitators to determine training needs.
- In collaboration with Entrust staff, develop new materials in keeping with local learning styles and local church/cultural needs.
- Participate in curriculum revision workshops. Help rewrite curriculum in keeping with determined outcomes of revision workshops.
- Research needed topics for current and future curriculum development.
- Assist with other writing and editing projects as requested.
- Work with Entrust communication department in promoting curriculum pieces.

OUTCOMES

- Entrust will produce relevant, culturally appropriate curriculum for trainings.
- Entrust training systems will be learner-driven, lifestyle-driven, and locally-driven.
- Entrust curriculum will reflect adult education best practices.
- Entrust curriculum will lead to personal transformation that will in turn strengthen and support the local church.

QUALIFICATIONS

Professional Qualifications

- English or communications degree.
- Experience in writing and/or editing curriculum.
- Successful completion of Entrust's *Facilitating Relational Learning* course, prior to or within first year of ministry.
- Ability to coordinate multiple projects simultaneously.
- Competent in meeting deadlines.
- Excellent organizational skills.
- Proven ability to work well on a team.
- Strong computer skills, particularly with Microsoft Office Suite; interest and ability to learn other software as necessary.
- Know or willing to learn the Turabian style guide.
- Commitment to producing an excellent product.

Personal Qualities Desired

- Heart to serve others through the development of biblically-sound, well-written training materials.
- Flexible and adaptable to change.
- Self-motivated.
- Excellent communication and interpersonal skills.

Spiritual Qualities Desired

- Growing Christian who is 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.

August 2020