



ENCOUNTERING THE WORLD OF ISLAM

Position Title: Program Facilitator for *Encountering the World of Islam* (EWI)

Reports to: The *Encountering the World of Islam* Director

Supervises: EWI classes and coordinators

Job Summary: Work alongside the EWI team in the mentoring and training of EWI coordinators. Assists in the operation and administration of classes and short-term mission teams to effectively mobilize and equip Christians for evangelization of the Muslim world.

Experience and Education Preferred:

- Bachelor's degree.
- Positive project management and team experience.
- Perspectives coordinator and mission field experience.
- Demonstrated administrative and computer skills.
- Demonstrated networking and communication skills.
- Demonstrated effective writing skills.
- Certificate level completion of *Perspectives on the World Christian Movement* and EWI courses.

Strengths, Skills, and Talents Desired:

- Servant heart and desire to work on a team.
- Confidence to get direction from team and then self-initiate individual tasks.
- A broad perspective of what is required to complete world evangelization and a passion to do it.
- Strong interpersonal/team skills – ability to train and coach EWI coordinators and their task forces, and to work with local church leadership.
- Practical administrative, organizational, and financial skills.
- Creativity in designing and implementing effective new strategies and plans.
- Willingness to travel for EWI up to twice each year overseas and up to eight times per year nationally.

Primary Commitments Required:

- Faithfully serve in a local church.
- Endorse the PIONEERS statement of faith.
- Certificate-level completion of *Perspectives on the World Christian Movement* and EWI courses and receive training as a coordinator.
- Serve as a team player in department activities.

Position-specific Responsibilities:

- Commit to pray for EWI coordinators, task forces, churches, and Muslim peoples.
- Coach each coordinator/task force through training, personal visits, phone, email, mailings, correspondence, and personal encouragement.
- Provide one-stop personal service to coordinators and instructors on EWI curriculum, materials, and resources.
- Facilitate the opening and closing of EWI classes and field trips.
- Manage the database, class grading, attendance, records, finances, and academic credit status.
- Proactively promote The Encounters Group's programs and assist other staff.
- Evaluate coordinators, classes, speakers, and churches for future mobilization programs.
- Lead one short-term mission trip to a Muslim group each year.

Ongoing General Responsibilities:

- Participate in daily staff prayer, weekly departmental prayer, and staff meetings.
- Lead staff in prayer at least once per month.
- Raise 100% of the necessary financial and prayer support, and proactively maintain a healthy support team.
- Recruit new staff.

6/19/2009