

## POSITION DESCRIPTION – Area Communicator

**Title:** Communicator

**Date:** 5/25/2017

This person will serve for a period of 3 years

**Reports to:** The Emmaus Ministries International Office - EMIO

**Communicates with:** Greg Engroff, Community Lay Directors – CLDs - and Community Spiritual Directors - CSDs

**Summary of overall role and responsibilities:** The purpose of the role is to support the building and functioning, in accordance to the Upper Room model, of healthy local Emmaus Ministries Communities by building and maintaining the relationship between the local community and the EMIO.

### **Specific duties and tasks:**

- Communicate with every community Board of Directors, within the assigned area, once a month by email, and quarterly via conference call with all ministry areas - Walk to Emmaus, Chrysalis...
- Provide a monthly written report with celebrations, concerns, and recommendations to EMIO.
- Participate in UR annual training event online, or in-person, in consultation with the EMIO

### **Knowledge and/or skills essentials:**

- Knowledge/Experience of the Emmaus Ministries program(s) that is/are used by the local community
- Experience in Emmaus Community functioning at board level
- Passion for the ministry
- Ability to listen
- Ability to communicate in simple ways
- Ability to work with various types of personalities
- Ability to work with a team
- Emotional Intelligence
- Computer skills in Windows Office Suite, especially WORD, EXCEL, and in online conferencing
- Use of telephone and video conference

Persons recruited for this position will undergo extensive training that will enable them to develop skills that are needed for their work, and knowledge of the Emmaus Ministries programs.

**Compensation:** US \$ 200.00 a month – No further reimbursement

## **POSITION DESCRIPTION – Community Trainer**

**Title:** Community Trainer – Will serve for a period of 3 years

**Date:** 5/25/2017

**Reports to:** The Emmaus Ministries International Office - EMIO

**Communicates with:** Stephane Brooks or Doc Hall, Community Lay Director and Community Spiritual Director

**Summary of overall role and responsibilities:** The purpose of the role is to support the functioning of the local Emmaus Ministries Community in accordance to the Upper Room model, by facilitating the required and any other needed training to the local Board and any other interested community members. The role will be carried out by a member of the local community who will be appointed following consultation between the EMIO and the local community board.

### **Specific duties and tasks:**

- At least once a year, plan, assist in organizational efforts of, and conduct/direct required training sessions for Lay & Clergy Board members – and all other interested community members.
- Manage and document training received within the community
- Respond to community inquiries in partnership with their area communicator
- In partnership with EMIO develop content for specific community training needs.
- Provide report of training(s) to EMIO
- Participate in UR annual training event online, or in-person, in consultation with the EMIO

### **Knowledge and/or skills essentials:**

- Knowledge of the Emmaus Ministries program(s) that is/are used by the local community
- Experience in Emmaus Community functioning at board level
- Knowledge of Upper Room training resources
- Presentation and facilitation skills
- Communication skills
- Passion for the ministry
- Experience in communicating with the demographics of the local community
- Ability to handle opposing views through influence and negotiation skills
- Planning and organizational skills
- Emotional intelligence
- Ability to work with a team
- Ability to keep on track – remain in charge
- Comfortable addressing sensitive issues
- Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL
- Use of standard AV equipment

Persons recruited for this position will undergo extensive training that will enable them to develop skills that are needed for their work, and knowledge of the Emmaus Ministries programs.

**Compensation:** Volunteer position

## POSITION DESCRIPTION – Start-Up Trainer

**Title:** Start-Up Trainer

**Date:** 5/25/2017

**Reports to:** The Emmaus Ministries International Office

**Communicates with:** Greg Engroff, Community Lay Directors and Community Spiritual Directors, steering committee/interested parties

**Summary of overall role and responsibilities:** The purpose of the role is to support the functioning, in accordance to the Upper Room model, of emerging Emmaus Ministries Communities by providing the required training to the Steering Committee / Board members and any other potential community leaders.

**Specific duties and tasks:**

- On EMIO request, the trainer will plan, assist in organizational efforts of, and conduct required trainings.
- Respond to community inquiries
- Follow-Up
- Provide report to EMIO
- Participate in UR annual training event online, or in-person, in consultation with the EMIO

**Knowledge and/or skills essentials:**

- Knowledge of the Emmaus Ministries program(s) that will be used by the local community
- Experience in Emmaus Community functioning board level
- Knowledge of Upper Room training material
- Presentation and facilitation skills
- Communication skills
- Passion for the ministry
- Experience in communicating with the demographics of the local community
- Planning and organizational skills
- Emotional Intelligence
- Ability to work with a team
- Ability to keep on track – remain in charge
- Comfortable addressing sensitive issues
- Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL
- Use of standard AV equipment

Persons recruited for this position will undergo extensive training that will enable them to develop skills that are needed for their work, and knowledge of the Emmaus Ministries programs.

**Compensation:** US 200.00 per visit – limited to 5 visits per community. Expenses will be reimbursed.

## POSITION DESCRIPTION – Consultant

**Title:** Consultant

**Date:** 4/27/2016

**Reports to:** The Emmaus Ministries International Office - EMIO

**Communicates with:** Greg Engroff and Stephane Brooks, Community Lay Directors and Community Spiritual Directors, Community Trainer

**Summary of overall role and responsibilities:** The purpose of the role is to support the building of healthy Emmaus Ministries communities by assessing community needs, and offering strategic solutions.

### **Specific duties and tasks:**

- Meet with community boards, as requested by EMIO
- Assess community health
- Based on findings, issue a written report with a plan of action to the EMIO
- In partnership with EMIO and Community Trainer, develop content for specific community training needs.
- Maintain contact with the community
- Participate in UR annual training event online, or in-person, in consultation with the EMIO

### **Knowledge and/or skills essentials:**

- Knowledge/Experience of the Emmaus Ministries program(s) that is used by the local community
- Experience in Emmaus Community functioning
- Knowledge and mastery of the “Healthy Emmaus Community” tool
- Passion for the ministry
- Willingness to learn
- Ability to work with various types of personalities
- Ability to listen
- Ability to communicate problems in simple ways
- Ability to design and communicate a plan of action
- Emotional Intelligence
- Ability to work with a team
- Computer skills in Windows Office Suite, especially WORD, PPT
- Use of standard AV equipment

Persons recruited for this position will undergo extensive training that will enable them to develop skills that are needed for their work, and knowledge of the Emmaus Ministries programs.

**Remuneration:** US \$ 200.00 per visit – 3 visits maximum per community. Expenses will be reimbursed.