

JOB DESCRIPTION

Education for Ministry (EfM) Communications and Project Facilitator

COMMUNICATIONS and PROMOTION

External (in consultation with the Board):

Work on ways to meet the EfM Board's strategic goals, more specifically of increasing the EfM profile and getting more people involved.

- Work with Website designers to review website and keep updated.
- Design and/or work with designers to publish EfM promotional material
- Manage the EfM correspondence – email, website inquiries and post
- Explore social media options for EfM users
- Arrange meetings with ministry educators and other stake holders to promote EfM
- Facilitate, or arrange facilitation of, workshops on EfM – for online and in person
- Liaise with University of the South, Sewanee, TN.

Internal:

- Keep the Board informed of correspondence and updates, including writing a report for each quarterly Board meeting and arranging meeting with agenda
- Maintain contact lists and email directories

PROJECT FACILITATOR

Assisting mentors and trainers with new groups and providing resources

- Encourage setting up of new groups and offering practical support of mentors and trainers
- Book annual Training of Trainer (ToT) events, in consultation with trainers
- Receive enrolment fees, process reimbursement claims, and organize and disperse resources for events
- Work on projects that the Board initiates

ADMINISTRATION AND FINANCE

- Manage the EfM accounts
 - o Prepare budgets in consultation with the Board
 - o Present months accounts (income and expenditure) and present to Board
 - o Prepare GST returns
 - o Annual reporting, including payment of royalties, liaise with accountant, report to charity commission, and funding submission to St Johns College Trust Board.
 - o Annual payment of commission to University of the South in accordance with EfM NZ's license with this entity.
- Organise Board meetings (mostly on zoom), but may include arranging travel and accommodation as well as agenda and resources
- Liaise with University of the South on operational matters, ensuring EfM NZ meets the requirements of its contract with University of the South.