

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 and Community Spiritual Directors

Summary of overall role and responsibilities: To support the creation of healthy local Emmaus Ministries Communities, in accordance with the Upper Room model, 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 of the local community (Walk to Emmaus, Chrysalis, Journey to the Table, Face to Face).
- Provide a monthly written report with celebrations, concerns, and recommendations to EMIO.
- Participate in UR annual training event either online or in-person in consultation with the EMIO.

Knowledge and/or skills essentials:

- Knowledge/experience of the Emmaus Ministries program(s) the local community runs
- Experience with and understanding of how an Emmaus Community functions at the 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
- Competence in telephone and video conferencing

Persons recruited for this position will receive extensive training to develop the necessary skills for the work, as well as gain knowledge of the Emmaus Ministries programs.

Compensation: US \$ 200.00 a month. No further reimbursement.

Position Description—COMMUNITY TRAINER

Title: Community Trainer

Date: 5/25/2017

This person will serve for a period of 3 years.

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: To support the functioning of the local Emmaus Ministries Community, in accordance with the Upper Room model, by facilitating required training (and other training as necessary) for the local Board and other interested community members. A member of the local community will be appointed to this position following consultation between the EMIO and the local community board.

- **Specific duties and tasks:**
- Plan, assist in organizational efforts of, and conduct/direct required training sessions at least once a year for Lay & Clergy Board members and interested community members.
- Manage and document training received within the community.
- Respond to community inquiries in partnership with the Area Communicator.
- Develop content for specific community training needs in partnership with EMIO.
- Provide report of training(s) to EMIO.
- Participate in UR annual training event either online or in person in consultation with the EMIO.

Knowledge and/or skills essentials:

- Knowledge of the Emmaus Ministries program(s) the local community runs
- Experience with and understanding of how an Emmaus Community functions at the Board level
- Knowledge of Upper Room training resources
- Presentation and facilitation skills
- Communication skills
- Passion for the ministry
- Ability to handle opposing views through influence and negotiation skills
- Planning and organizational skills
- Emotional intelligence
- Ability to work with a team
- Ability to stay on track and remain in charge
- Comfortable addressing sensitive issues
- Computer skills in Windows Office Suite, especially WORD, PPT, and EXCEL
- Competence in use of standard audiovisual equipment

Persons recruited for this position will receive extensive training to develop the necessary skills for the work, as well as gain 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: To support the functioning of emerging Emmaus Ministries Communities, in accordance with the Upper Room model, by providing the required training to the Steering Committee / Board members and any potential community leaders.

Specific duties and tasks:

- Plan, assist in organizational efforts of, and conduct required trainings at the request of EIMO.
- 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) the local community sponsors
- Experience with and understanding of how an Emmaus Community functions at the 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 and 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 receive extensive training to develop the necessary skills for the work, as well as gain 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: To support the building of healthy Emmaus Ministries Communities, in accordance with the Upper Room model, 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.
- Develop content for specific community training needs in partnership with EMIO and Community Trainer.
- 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) the local community runs
- Experience with and understanding of how an Emmaus Community functions at the Board level
- Knowledge and mastery of the “Healthy Emmaus Community” tool
- Passion for the ministry
- Willingness to learn
- Ability to work with various personality types
- 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
- Competence in use of standard AV equipment

Persons recruited for this position will receive extensive training to develop the necessary skills for the work, as well as gain knowledge of the Emmaus Ministries programs.

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