



## Serving Opportunities

Below are the current serving opportunities available at BeMultiplied (formerly BEE World). If you have an interest in serving in any of the positions listed below but have any additional questions, please contact the Human Resource Department at [hr@beeworld.net](mailto:hr@beeworld.net); otherwise, you may select the appropriate APPLY NOW hyperlink below to begin your application.

**All full-time and part-time positions below provide paid vacation and sick leave.**

**General Ministry** (There are no application deadlines for the positions below.)

**Facilitator Opportunities:** A qualified and mature Christian, committed to the goals and objectives of the BeMultiplied ministry and is willing to travel and facilitate *Pastoral Ministry* and/or *Women in Ministry* seminars in BeMultiplied target countries. Must be willing to participate in regional team initiatives/functions and raise support for salary and personal ministry expenses, along with retirement through ministry partnership development.

- **Full-Time Paid** Four Trips, **Support Raised Salary Range:** \$60,000-\$90,000/yr., [APPLY NOW](#)
- **Full-Time Unpaid** Four Trips, **no salary paid.** Responsible for raising support to cover personal ministry expenses, [APPLY NOW](#)
- **Part-Time Paid** Two Trips, **Support Raised Salary Range:** \$25,000-\$35,000/yr., [APPLY NOW](#)
- **Part-Time Unpaid** Two Trips, **no salary paid.** Responsible for raising support to cover personal ministry expenses, [APPLY NOW](#)

### **Field Ministry Opportunities**

- **Partnership Coordinator and Facilitator Full Time.** Responsible for raising full support or Volunteer. **Support Raised Salary Range** \$60,000-\$90,000/yr. The Partnership Coordinator is a volunteer who coordinates and communicates with BeMultiplied's organizational partners and churches, represents the interests of partner agencies in organizational meetings, and develops new organizational partnerships that further BeMultiplied's vision and mission. Also make a minimum of one ministry trip annually. [APPLY NOW](#)
- **Training and Onboarding Director Full Time.** Responsible for raising full support OR Volunteer. **Support Raised Salary Range** \$60,000-\$90,000/yr. Designs, coordinates, and leads training for BeMultiplied field staff and facilitators, including all phases of facilitator training (Essential, Advanced, and Follow-On training) and continuing education. Monitors and communicates training needs, coordinates with training staff to support specific training events, supports field directors in ensuring their teams are trained, assists with hands-on conduct of training programs as needed and as availability permits. [APPLY NOW](#)

### **Administration**

- **Office Manager Part-Time,** 20 hrs./wk., **Pay** \$20.00 to \$25.00 per hour. The Office Manager serves as the primary point of contact for BeMultiplied Headquarters. This role focuses primarily on front-facing office operations, administrative support, and team coordination, while also overseeing facilities, maintenance, and event services under the supervision of the Director of Operations. [APPLY NOW](#)



## **JOB DESCRIPTION**

**JOB TITLE:** **Facilitator I**  
**CLASSIFICATION:** **Full time – Paid**, must develop Ministry Partners for salary, reimbursements for ministry and administrative expenses and retirement.  
**REPORTS TO:** Field or Regional Director

### **GENERAL STATEMENT OF JOB FUNCTION AND OBJECTIVES**

The full-time BEE World Facilitator serves with a team to facilitate the training of Indigenous Christian leaders in international locations, using BEE World curriculum through small-group interactive methods and a model of knowing, being and doing. The end objective is the building of a self-sustaining, indigenous biblical education/discipleship ministry through the multiplication of servant leaders. The full-time facilitator reports to a Country Director, travels a minimum of four times a year, for a minimum commitment of three years to facilitate training seminars internationally and serves BEE World in other capacities according to their gifts and abilities as requested.

### **ESSENTIAL FUNCTIONS**

- Actively serve as a part of the whole team of BEE World staff and missionaries.
- Develop and maintain a support team for personal and ministry related financial needs, prayer, and encouragement.
- Prepare and facilitate BEE World curriculum in English and be able to work through interpreters when necessary.
- Effectively serve cross-culturally through on-going education and appreciation of cultures specific to ministry locations.
- Work closely with the Country Director, other facilitators, Indigenous leaders and BEE World leadership in the development and execution of ministry plans.
- Make a minimum of four ministry trips annually. Ministry trips are generally two weeks long.
- Within two weeks after each trip, submit a ministry trip report using the BEE World trip report template. A verbal trip report is also encouraged at a Thursday prayer meeting within one month of returning.
- Be available for facilitating and advocating for BEE World in U.S.A. churches (BEE-USA).
- Fulfill other duties and responsibilities as requested in order to participate in the execution of BEE World's Strategic Plan and Mission.

### **OTHER REQUIREMENTS**

- Relocate to live near Colorado Springs and work from the BEE World office, unless approval is requested and granted to live elsewhere.
- Maintain timely and healthy communication with country team, supervisor and other BEE World staff and leaders.
- Participate in Thursday prayer meetings, semi-annual staff meetings and other meetings, conferences and training events as requested. For those living outside of the Colorado Springs area, participation via Zoom is an alternative for participating in person.
- Discuss and obtain supervisor approval before pursuing a change in fields or teams.
- Annually affirm you have read, agree, and sign the acknowledgements and agreements to include:
  - General Policies Manual and Travel and Expense Report Manual
  - Doctrinal Statement Policy and General Doctrinal Statement Agreement
  - Conflict Resolution Policy
  - International Trip Liability Release Agreement

### **FAITH AND CHARACTER REQUIREMENTS**

- Be in a growing personal relationship with Jesus Christ, including being His faithful witness and a consistent involvement in a local church.
- Demonstrate a mature practicing knowledge of the Bible and the ability to communicate biblical truth clearly.
- Maintain a gracious, Christ-like attitude in dealing with people within and outside of BEE World.
- Reflect a Godly maturity in character, relationships and stewardship of gifts and resources.
- Work well with others as demonstrated through a teachable spirit and a servant's attitude.
- Be self-disciplined to fulfill duties and responsibilities.
- Adapt easily to changing situations.
- In situations where doctrinal differences may exist, facilitate BEE World curriculum while maintaining BEE World doctrinal preferences as stated in the Comprehensive Doctrinal Statement.

### **EDUCATION, TRAINING AND EXPERIENCE**

- Biblical training through a local church, college, seminary or equivalent, and a practicing knowledge of the Scriptures.
- Have a minimum of five years of ministry experience or equivalent.
- Have experience and be committed to small group discipleship using the Scriptures and an interactive (Socratic) method of teaching.
- Successfully complete and pass BEE World's Basic Facilitator Training course.
- Prepare, plan, fund, and travel on a Field Training facilitation trip with a BEE World Facilitator Mentor and facilitate at least two lessons and receive a positive evaluation by the Mentor.

### **AMERICANS WITH DISABILITY (ADA) SPECIFICATIONS**

*The language skills, physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Language Skills:** Ability to read, analyze, and facilitate BEE World curriculum in locations outside the United States. Possess the ability to effectively facilitate information as required in English or through an interpreter.
- **Physical demands:** While performing the duties of this job, the facilitator may be required to stand, walk, sit; use hands and fingers to handle or feel objects, tools, or curriculum materials; reach with hands and arms; climb stairs, balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** As a BEE Facilitator, there may be strenuous physical conditions related to this position (e.g., long flights, extreme heat/cold, extensive walking, lodging/meals in impoverished areas, poor or heightened security, etc.).

*BEE World is committed to excellence in all areas of ministry and operations. We are a Faith Mission, meaning the person accepting this position must be willing to raise financial support through the development of ministry partnerships.*



## **JOB DESCRIPTION**

**JOB TITLE:** **Facilitator I**  
**CLASSIFICATION:** **Full time - Unpaid**, must develop Ministry Partners for reimbursements for ministry and administrative expenses.  
**REPORTS TO:** Field or Regional Director

### **GENERAL STATEMENT OF JOB FUNCTION AND OBJECTIVES**

The full-time BEE World Facilitator serves with a team to facilitate the training of Indigenous Christian leaders in international locations, using BEE World curriculum through small-group interactive (Socratic) methods and a model of knowing, being and doing. The end objective is the building of a self-sustaining, indigenous biblical education/discipleship ministry through the multiplication of servant leaders. The full-time facilitator reports to a Country Director, travels a minimum of four times a year, for a minimum commitment of three years to facilitate training seminars internationally and serves BEE World in other capacities according to their gifts and abilities as requested.

### **ESSENTIAL FUNCTIONS**

- Actively serve as a part of the whole team of BEE World staff and missionaries.
- Develop and maintain a support team for personal and ministry related financial needs, prayer, and encouragement.
- Discuss with the Director of Finance the appropriate budget/staff account for reimbursements and administrative expenses.
- Prepare and facilitate BEE World curriculum in English and be able to work through interpreters when necessary.
- Effectively serve cross-culturally through on-going education and appreciation of cultures specific to ministry locations.
- Work closely with the Country Director, other facilitators, Indigenous leaders and BEE World leadership in the development and execution of ministry plans.
- Make a minimum of four ministry trips annually. Ministry trips are generally two weeks long.
- Within two weeks after each trip, submit a ministry trip report using the BEE World trip report template. A verbal trip report is also encouraged at a Thursday prayer meeting within one month of returning.
- Be available for facilitating and advocating for BEE World in U.S.A. churches (BEE-USA).
- Fulfill other duties and responsibilities as requested in order to participate in the execution of BEE World's Strategic Plan and Mission.

### **OTHER REQUIREMENTS**

- Relocation, to live near Colorado Springs, is preferred for working from the BEE World office, unless approval is requested and granted to live elsewhere.
- Maintain timely and healthy communication with country team, supervisor and other BEE World staff and leaders.
- Participate in Thursday prayer meetings, semi-annual staff meetings and other meetings, and training events as requested. For those living outside of the Colorado Springs area, participation via Zoom is an alternative for participating in person.
- In person attendance and participation in the annual BEE World conference. If unable to attend in person, supervisor approval should be requested.
- Discuss and obtain supervisor approval before pursuing a change in fields or teams.
- Annually affirm you have read, agree, and sign the acknowledgements and agreements to include:
  - General Policies Manual and Travel and Expense Report Manual
  - Doctrinal Statement Policy and General Doctrinal Statement Agreement

- Conflict Resolution Policy
- International Trip Liability Release Agreement

## **FAITH AND CHARACTER REQUIREMENTS**

- Be in a growing personal relationship with Jesus Christ, including being His faithful witness and a consistent involvement in a local church.
- Demonstrate a mature practicing knowledge of the Bible and the ability to communicate biblical truth clearly.
- Maintain a gracious, Christ-like attitude in dealing with people within and outside of BEE World.
- Reflect a Godly maturity in character, relationships and stewardship of gifts and resources.
- Work well with others as demonstrated through a teachable spirit and a servant's attitude.
- Be self-disciplined to fulfill duties and responsibilities.
- Adapt easily to changing situations and environments.
- In situations where doctrinal differences may exist, facilitate BEE World curriculum while maintaining BEE World doctrinal preferences as stated in the Comprehensive Doctrinal Statement.

## **EDUCATION, TRAINING AND EXPERIENCE**

- Biblical training through a local church, college, seminary or equivalent, and a practicing knowledge of the Scriptures.
- Have a minimum of five years of ministry experience or equivalent.
- Have experience and be committed to small group discipleship using the Scriptures and an interactive (Socratic) method of teaching.
- Successfully complete and pass BEE World's Basic Facilitator Training course.
- Prepare, plan, fund, and travel on a Field Training facilitation trip with a BEE World Facilitator Mentor and facilitate at least two lessons and receive a positive evaluation by the Mentor.

## **AMERICANS WITH DISABILITY (ADA) SPECIFICATIONS**

*The language skills, physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Language Skills:** Ability to read, analyze, and facilitate BEE World curriculum in locations outside the United States. Possess the ability to effectively facilitate information as required in English or through an interpreter.
- **Physical demands:** While performing the duties of this job, the facilitator may be required to stand, walk, sit; use hands to handle or feel objects, tools, or curriculum materials; reach with hands and arms; climb stairs, balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** As a BEE Facilitator, there may be strenuous physical conditions related to this position (e.g., long flights, extreme heat/cold, extensive walking, lodging/meals in impoverished areas, poor or heightened security, etc.).

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## **JOB DESCRIPTION**

**JOB TITLE:** **Facilitator II**  
**CLASSIFICATION:** **Part time - Paid**, must develop Ministry Partners for salary, reimbursements for ministry and administrative expenses and retirement.  
**REPORTS TO:** Field or Regional Director

### **GENERAL STATEMENT OF JOB FUNCTION AND OBJECTIVES**

The part-time BEE World Facilitator serves with a team to facilitate the training of Indigenous Christian leaders in international locations, using BEE World curriculum through small-group interactive methods and a model of knowing, being and doing. The end objective is the building of a self-sustaining, indigenous biblical education/discipleship ministry through the multiplication of servant leaders. The part-time facilitator reports to a Field Director, travels a minimum of two times a year for a minimum commitment of three years to facilitate training seminars internationally and serves BEE World in other capacities according to their gifts and abilities as requested.

### **ESSENTIAL FUNCTIONS**

- Actively serve as a part of the whole team of BEE World staff and missionaries.
- Develop and maintain a support team for personal and ministry related financial needs, prayer, and encouragement.
- Prepare and facilitate BEE World curriculum in English and be able to work through interpreters when necessary.
- Effectively serve cross-culturally through on-going education and appreciation of cultures specific to ministry locations.
- Work closely with the Country Director, other facilitators, Indigenous leaders and BEE World leadership in the development and execution of ministry plans.
- Make a minimum of two ministry trips annually. Ministry trips are generally two weeks long.
- Within two weeks after each trip, submit a ministry trip report using the BEE World trip report template. A verbal trip report is also encouraged at a Thursday prayer meeting within one month of returning.
- Be available for facilitating and advocating for BEE World in U.S.A. churches (BEE-USA).
- Fulfill other duties and responsibilities as requested in order to participate in the execution of BEE World's Strategic Plan and Mission.
- Duties, responsibilities, and activities may change, or new ones may be assigned as needed to fulfill BEE World's Strategic Plan and mission.

### **OTHER REQUIREMENTS**

- Relocate to live near Colorado Springs and work from the BEE World office, unless approval is requested and granted to live elsewhere.
- Maintain timely and healthy communication with country team, supervisor and other BEE World staff and leaders.
- Participate in Thursday prayer meetings, semi-annual staff meetings and other meetings, conferences and training events as requested. For those living outside of the Colorado Springs area, participation via Zoom is an alternative for participating in person.
- Discuss and obtain supervisor approval before pursuing a change in fields or teams.
- Annually affirm you have read, agree, and sign the acknowledgements and agreements to include:
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  - Doctrinal Statement Policy and General Doctrinal Statement Agreement
  - Conflict Resolution Policy
  - International Trip Liability Release Agreement

## **FAITH AND CHARACTER REQUIREMENTS**

- Be in a growing personal relationship with Jesus Christ, including being His faithful witness and a consistent involvement in a local church.
- Demonstrate a mature practicing knowledge of the Bible and the ability to communicate biblical truth clearly.
- Maintain a gracious, Christ-like attitude in dealing with people within and outside of BEE World.
- Reflect a Godly maturity in character, relationships and stewardship of gifts and resources.
- Work well with others as demonstrated through a teachable spirit and a servant's attitude.
- Be self-disciplined to fulfill duties and responsibilities.
- Adapt easily to changing situations.
- In situations where doctrinal differences may exist, facilitate BEE World curriculum while maintaining BEE World doctrinal preferences as stated in the Comprehensive Doctrinal Statement.

## **EDUCATION, TRAINING AND EXPERIENCE**

- Biblical training through a local church, college, seminary or equivalent, and a practicing knowledge of the Scriptures.
- Have a minimum of five years of ministry experience or equivalent.
- Have experience and be committed to small group discipleship using the Scriptures and an interactive (Socratic) method of teaching.
- Successfully complete BEE World's Basic Facilitator Training course.
- Prepare, plan, fund, and travel on a vision facilitation trip with a BEE World Facilitator Mentor, facilitate at least two lessons and receive a positive evaluation by the Mentor.

## **AMERICANS WITH DISABILITY (ADA) SPECIFICATIONS**

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- **Physical demands:** While performing the duties of this job, the facilitator may be required to stand, walk, sit; use hands and fingers to handle or feel objects, tools, or curriculum materials; reach with hands and arms; climb stairs, balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** As a BEE Facilitator, there may be strenuous physical conditions related to this position (e.g., long flights, extreme heat/cold, extensive walking, lodging/meals in impoverished areas, poor or heightened security, etc.).

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## JOB DESCRIPTION

**JOB TITLE:** **Facilitator II**  
**CLASSIFICATION:** **Part-time - Unpaid**, must develop Ministry Partners for reimbursements and administrative expenses.  
**REPORTS TO:** Field or Regional Director

### GENERAL STATEMENT OF JOB FUNCTION AND OBJECTIVES

The part-time BEE World Facilitator serves with a team to facilitate the training of Indigenous Christian leaders in international locations, using BEE World curriculum through small-group interactive (Socratic) methods and a model of knowing, being and doing. The end objective is the building of a self-sustaining, indigenous biblical education/discipleship ministry through the multiplication of servant leaders. The part-time facilitator reports to a Field Director, travels a minimum of two times a year for a minimum commitment of three years to facilitate training seminars internationally and serves BEE World in other capacities according to their gifts and abilities as requested.

### ESSENTIAL FUNCTIONS

- Actively serve as a part of the whole team of BEE World staff and missionaries.
- Develop and maintain a support team for personal and ministry related financial needs, prayer, and encouragement.
- Discuss with the Director of Finance the appropriate budget/staff account for reimbursements and administrative expenses.
- Prepare and facilitate BEE World curriculum in English and be able to work through interpreters when necessary.
- Effectively serve cross-culturally through on-going education and appreciation of cultures specific to ministry locations.
- Work closely with the Country Director, other facilitators, Indigenous leaders and BEE World leadership in the development and execution of ministry plans.
- Make a minimum of two ministry trips annually. Ministry trips are generally two weeks long.
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- Be available for facilitating and advocating for BEE World in U.S.A. churches (BEE-USA).
- Fulfill other duties and responsibilities as requested in order to participate in the execution of BEE World's Strategic Plan and Mission.
- Duties, responsibilities, and activities may change, or new ones may be assigned as needed to fulfill BEE World's Strategic Plan and mission.

### OTHER REQUIREMENTS

- Relocation, to live near Colorado Springs, is preferred for working from the BEE World office, unless approval is requested and granted to live elsewhere.
- Maintain timely and healthy communication with country team, supervisor and other BEE World staff and leaders.
- Participate in Thursday prayer meetings, semi-annual staff meetings and other meetings, and training events as requested. For those living outside of the Colorado Springs area, participation via Zoom is an alternative for participating in person.
- In person attendance and participation in the annual BEE World conference. If unable to attend in person, supervisor approval should be requested.
- Discuss and obtain supervisor approval before pursuing a change in fields or teams.
- Annually affirm you have read, agree, and sign the acknowledgements and agreements to include:

- General Policies Manual and Travel and Expense Report Manual
- Doctrinal Statement Policy and General Doctrinal Statement Agreement
- Conflict Resolution Policy
- International Trip Liability Release Agreement

### **FAITH AND CHARACTER REQUIREMENTS**

- Be in a growing personal relationship with Jesus Christ, including being His faithful witness and a consistent involvement in a local church.
- Demonstrate a mature practicing knowledge of the Bible and the ability to communicate biblical truth clearly.
- Maintain a gracious, Christ-like attitude in dealing with people within and outside of BEE World.
- Reflect a Godly maturity in character, relationships and stewardship of gifts and resources.
- Work well with others as demonstrated through a teachable spirit and a servant's attitude.
- Be self-disciplined to fulfill duties and responsibilities.
- Adapt easily to changing situations.
- In situations where doctrinal differences may exist, facilitate BEE World curriculum while maintaining BEE World doctrinal preferences as stated in the Comprehensive Doctrinal Statement.

### **EDUCATION, TRAINING AND EXPERIENCE**

- Biblical training through a local church, college, seminary or equivalent, and a practicing knowledge of the Scriptures.
- Have a minimum of five years of ministry experience or equivalent.
- Have experience and be committed to small group discipleship using the Scriptures and an interactive (Socratic) method of teaching.
- Successfully complete BEE World's Basic Facilitator Training course.
- Prepare, plan, fund, and travel on a vision facilitation trip with a BEE World Facilitator Mentor, facilitate at least two lessons and receive a positive evaluation by the Mentor.

### **AMERICANS WITH DISABILITY (ADA) SPECIFICATIONS**

*The language skills, physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Language Skills:** Ability to read, analyze, and facilitate BEE World curriculum in locations outside the United States. Possess the ability to effectively facilitate information as required in English or through an interpreter.
- **Physical demands:** While performing the duties of this job, the facilitator may be required to stand, walk, sit; use hands to handle or feel objects, tools, or curriculum materials; reach with hands and arms; climb stairs, balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** As a BEE Facilitator, there may be strenuous physical conditions related to this position (e.g., long flights, extreme heat/cold, extensive walking, lodging/meals in impoverished areas, poor or heightened security, etc.).

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## JOB DESCRIPTION

**JOB TITLE:** Partnership Coordinator and Facilitator  
**CLASSIFICATION:** Full Time must raise full support and retirement (or provide through other resources) or Volunteer. **Support Range** \$60,000-\$90,000/yr  
**REPORTS TO:** VP of Field Ministry

### GENERAL STATEMENT OF JOB FUNCTION AND OBJECTIVES

The Partnership Coordinator is a volunteer who coordinates and communicates with BEE World's organizational partners and churches, represents the interests of partner agencies in organizational meetings, and develops new organizational partnerships that further BEE World's vision and mission.

Partnership coordinator duties include but are not limited to assistance in strategic initiative implementation, attendance at directors' conferences and staff meetings, organizational prayer and staff meetings, and attendance at partner conferences, interagency working groups, and missions conferences as requested.

### ESSENTIAL FUNCTIONS

- Develop and maintain communication and coordination with partnering organizations, including ministry agencies, churches, and parachurch organizations both domestically and internationally.
- Track status of and assist in development or revision of Memorandums of Understanding (MOU's) with partnering organizations and ministries.
- Communicate BEE World vision, mission, field status, needs, and partnership opportunities to potential new partner organizations and ministries.
- Assist the VP of Field Ministry in the organizational objectives and implementation where needed.
- Represent the interests and needs of partner organizations and agencies within BEE World.
- Travel to represent BEE World at partner conferences, as well as domestic and international missions conferences, may be requested.
- Become familiar with the overall objectives of the various areas of field ministry (including curriculum, academic support, and regional BEE World ministries).

### ADDITIONAL FUNCTIONS

- Actively serve as a part of the whole team of BEE World staff and missionaries.
- Prepare and facilitate BEE World curriculum in English and be able to work through translators when necessary.
- Effectively serve cross-culturally through on-going education and appreciation of cultures specific to ministry locations.
- Make a minimum of one ministry trip annually.
- Duties, responsibilities, and activities may change, or new ones may be assigned as needed to fulfill BEE World's Strategic Plan and mission.

### OTHER REQUIREMENTS

- Maintain timely and healthy communication with BEE World staff.
- Participate in organizational prayer meetings, semi-annual staff meetings and other meetings, conferences and training events as requested.
- Annually affirm you have read, agree, and sign the acknowledgements and agreements to include:
  - General Policies Manual and Travel and Expense Report Manual
  - Doctrinal Statement Policy and General Doctrinal Statement Agreement

- Conflict Resolution Policy
- International Trip Liability Release Agreement

## **EDUCATION, TRAINING AND EXPERIENCE**

- Demonstrated experience in inter-agency coordination and collaboration.
- Familiarity with BEE World field facilitation practices
- Completion of BEE World Basic Facilitator Training

## **FAITH AND CHARACTER REQUIREMENTS**

- Be in a growing personal relationship with Jesus Christ, including being His faithful witness and a consistent involvement in a local church.
- Maintain a gracious, Christ-like attitude in dealing with people within and outside of BEE World.
- Reflect a Godly maturity in character, relationships and stewardship of gifts and resources.
- Work well with others as demonstrated through a teachable spirit and a servant's attitude.
- Be self-disciplined to fulfill duties and responsibilities.
- Adapt easily to changing situations.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

*The language, physical and work environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Language Skills:** Good verbal, written, and interpersonal communication skills and the ability to satisfactorily perform the job in an office environment with normal noise level is required. As a volunteer facilitator, must have the ability to read, analyze, and facilitate BEE World curriculum in locations outside the United States. Possess the ability to effectively facilitate information as required in English or through an interpreter.
- **Physical Demands:** Requires prolonged sitting, standing, frequent walking, bending, stooping, and stretching. May require lifting to 25 pounds. Requires visual acuity to recognize people and read; ability to hear and communicate in person and on the phone; eye-hand coordination and manual dexterity. While performing the duties of a volunteer facilitator may be required to stand, walk, sit; use hands to handle or feel objects, tools, or curriculum materials; reach with hands and arms; climb stairs, balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** Work is done in an office environment with many interruptions and open cubicle noises. As a BEE Facilitator, there may be strenuous physical conditions related to this position (e.g., long flights, extreme heat/cold, extensive walking, lodging/meals in impoverished areas, poor or heightened security, etc.

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## **JOB DESCRIPTION**

**JOB TITLE:** **Training and Onboarding Director**  
**CLASSIFICATION:** **Full Time** – must raise full support and retirement (or provide through other resources) or Volunteer. **Support Range** \$60,000-\$90,000/yr  
**REPORTS TO:** VP of Field Ministries

### **TRAINING DIRECTOR'S JOB DESCRIPTION AND OBJECTIVE**

Designs, coordinates, and leads training for BEE World field staff and facilitators, including all phases of facilitator training (Essential, Advanced, and Follow-On training) and continuing education. Monitors and communicates training needs, coordinates with training staff to support specific training events, supports field directors in ensuring their teams are trained, assists with hands-on conduct of training programs as needed and as availability permits.

### **ESSENTIAL FUNCTIONS**

- Actively serve as a part of the whole team of BEE World staff and missionaries.
- Oversee training for new staff and candidates.
- Organize and implement EMSL Training
- Lead, equip, and train EMSL coaches and staff.
- Design, coordinate, and lead field training programs.
- Work alongside BEE USA, European field staff, and regional staff to provide EMSL training to churches and other "non-traditional" facilitators.
- Design, coordinate and oversee the continued field training pathways and equipping of BEE World field staff and partners.
- Design, coordinate and oversee Advanced Multiplying Servant Leaders (AMSL) Training pathways for full time, part time, volunteer staff, and interns with BEE World
- Provide options and opportunities for continued education in various areas of development for present BEE World field staff.
- Reports on status of field training and identifies training shortfalls, opportunities, and resourcing requirements.
- Fulfill supervisor responsibilities for BEE World staff assigned to your care and oversight.
- Fulfill other duties and responsibilities as requested in order to participate in the execution of BEE World's strategic plan and Mission.
- Participates in field activities and facilitates groups in the field as is feasible.

### **OTHER REQUIREMENTS**

- Works remotely, maintaining specified hours of availability and communication with other team members.
- Maintain timely and healthy communication with country team, supervisor and other BEE World staff and leaders.
- Participate virtually in Thursday prayer meetings, semi-annual staff meetings and other meetings, conferences and training events as requested.
- Annually agree with and sign the acknowledgements and agreements for Employee Handbook, International Missions Trip Liability Release (if traveling for BEE World), and the Conflict Resolution Policy.
- Annually affirm you have read, agree, and sign the acknowledgements and agreements to include:
  - General Policies Manual and Travel and Expense Report Manual
  - Doctrinal Statement Policy and General Doctrinal Statement Agreement
  - Conflict Resolution Policy
  - International Trip Liability Release Agreement

### **EDUCATION, TRAINING AND EXPERIENCE**

- Biblical and academic training through a seminary, Bible college, or equivalent, and a practicing knowledge of the Scriptures.
- Have a minimum of five years in a ministry leadership or training role or equivalent.
- Have experience and be committed to BEE World's facilitation approach using the Scriptures and an interactive method of teaching.
- Experience in leading short-term mission teams or equivalent.
- Experience as a BEE World Facilitator or equivalent, or concurrent development of such experience.

#### **FAITH AND CHARACTER REQUIREMENTS**

- Be in a growing personal relationship with Jesus Christ, including being His faithful witness and a consistent involvement in a local church.
- Demonstrate a mature practicing knowledge of the Bible and the ability to communicate biblical truth clearly.
- Maintain a gracious, Christ-like attitude in dealing with people within and outside of BEE World.
- Reflect a Godly maturity in character, relationships and stewardship of gifts and resources.
- Work well with others as demonstrated through a teachable spirit and a servant's attitude.
- Be self-disciplined to fulfill duties and responsibilities.
- Adapt easily to changing situations.
- In situations where doctrinal differences may exist, facilitate BEE World curriculum while maintaining BEE World doctrinal preferences as stated in the Comprehensive Doctrinal Statement.

#### **AMERICANS WITH DISABILITY SPECIFICATIONS**

*The language, physical and work environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Language Skills:** Ability to read, analyze, and facilitate BEE World curriculum in locations outside the United States. Possess the ability to effectively facilitate information as required in English or through an interpreter.
- **Physical demands:** While performing the duties of this job, the facilitator may be required to stand, walk, sit; use hands to handle or feel objects, tools or curriculum materials; reach with hands and arms; climb stairs, balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** As a BEE Facilitator, there may be strenuous physical conditions related to this position (e.g., long flights, extreme heat/cold, extensive walking, lodging/meals in impoverished areas, poor or heightened security, etc.).

*BEE World is committed to excellence in all areas of ministry and operations. We are a Faith Mission, meaning the person accepting this position must be willing to raise their financial support.*