



## **Serving Opportunities and Personnel Needs**

Below are the current serving opportunities and personnel needs for BEE World. To view the full job description for the opportunities below, please select the job title. If you have an interest in serving in any of the capacities listed below, please contact our Human Resource Coordinator, [at slewis@beeworld.org](mailto:at_slewis@beeworld.org).

### **BEE General Ministry**

**Facilitator (Full time)** – a qualified and mature Christian, committed to the goals and objectives of the BEE World ministry and is willing to travel and facilitate a minimum of four times a year in the BEE World target countries. Must be willing to raise your own support and relocate to Colorado Springs, Colorado.

**Women’s Ministry Facilitator (Full time)** – a qualified and mature Christian, committed to the goals and objectives of the BEE World ministry and is willing to travel and facilitate a minimum of four times a year in the BEE World target countries. Must be willing to raise your own support and relocate to Colorado Springs, Colorado.

**Women’s Ministry Facilitator (Part time)** – a qualified and mature Christian, committed to the goals and objectives of the BEE World ministry and is willing to travel and facilitate a minimum of two times a year in the BEE World target countries. Must be willing to raise support for trips.

### **Curriculum**

**Language Specific Course Publisher (Independent Contractor)** – oversees the publishing of translated BEE World courses to their finished state in specified languages for both print and web. This requires detailed computer work and fluency in the specific language. Specific languages needed are Hindi, Punjabi, Urdu, Telugu, French and Nepalese. Must be willing to raise your own support or serve as a volunteer. Can serve remotely.

**Internet Biblical Seminary** No openings at this time.



## **JOB DESCRIPTION**

**JOB TITLE:** Facilitator

**CLASSIFICATION:** Full time, must raise or provide full financial support.

**REPORTS TO:** Country Director

### **GENERAL STATEMENT OF JOB FUNCTION**

The BEE World Facilitator is a qualified and mature Christian, committed to the goals and objectives of the BEE World ministry and is willing to travel and teach a minimum of four times a year in BEE World target countries.

### **ESSENTIAL FUNCTIONS:**

- Required to raise and maintain needed partnerships for personal and ministry related financial needs.
- Facilitate all BEE World curriculum and courses in English, dependent on an interpreter.
- Engage in on-going culture education specific to ministry location.
- Work closely with country director in the development of ministry plans.
- Make a minimum of four, two-week ministry trips per year.
- Provide trip reports using provided template, within one week after each trip.
- Participate in the facilitator review of BEE World courses.
- Be available for facilitating and training in the U.S. Church ministry.
- Be familiar and facilitate the IBS website online courses.
- Develop a personal ministry-year plan and receive approval by the appropriate country director.
- Complete and send in monthly report using provided template.
- Attend one annual facilitator conference and country team meeting.
- Attend annual BEE World conferences for facilitators and all staff.
- Assist with other BEE World projects as time and ability allows.

### **PERSONAL LIFE AND CHRISTIAN COMMITMENT:**

- Reflect a godly maturity in character, relationship, marriage or single hood.
- Demonstrate a teachable spirit and a servant's heart toward others.
- Work well with others and is self-motivated to fulfill responsibilities.
- Adapt easily in changing situations.
- Must be a committed and growing Christian.
- Strong involvement in their local congregation.
- Possess a passion for missions
- Must be in agreement with the BEE World Doctrinal Statement and Statements of Conduct.

### **EDUCATION/TRAINING:**

- Extensive biblical training either through a local church, college, seminary or mission.
- Must complete personal facilitator training requirements.
- Must have attended, completed the BEE World Basic Facilitator Training and passed the final facilitator training evaluation.
- Must have traveled on an observation trip with a trained facilitator and received a positive evaluation.

- Must attend and complete all ongoing development trainings (e.g. Facilitator Development Training).
- Must be committed to studying thoroughly any courses to be facilitated before making the trip
- Must have the ability to team-facilitate with another BEE World Women's Facilitator.

#### **QUALIFICATIONS:**

- Must be willing to relocate to Colorado Springs or specified overseas location.
- Must raise and maintain the needed financial support for personal and ministry needs.
- A minimum of 5 years of ministry experience in leadership roles required.
- Demonstrate a mature knowledge of the Bible and possess the ability to communicate biblical truth clearly.
- Good experience and commitment with small groups and interactive teaching.
- Demonstrate a strong commitment to the local church.
- Must be available to attend annual Family Staff Field conference, facilitator training, team meetings and BEE fellowship functions.

#### **OUTCOMES:**

- Will maintain the integrity of the doctrinal views within the curriculum.
- Will facilitate the BEE World curriculum in English, dependent on an interpreter.
- Successfully teach with sensitivity where doctrinal differences exist.
- Maintain a sensitive awareness to culture where ministering.
- Successfully maintain partnerships for prayer and financial support for personal and ministry needs.

#### **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 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, dependent on 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, color 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:** Women's Ministry Facilitator  
**CLASSIFICATION:** **Full time**, must raise or provide full financial support  
**REPORTS TO:** Director of Women's Ministry

**GENERAL STATEMENT OF POSITION'S FUNCTION:** The Women's Ministry Facilitator is a missionary position that fulfills the role of equipping national women for multiplication of leading servants in BEE World target countries. This position requires a minimum of traveling three to four times per year, for a minimum length of time of three years.

### **ESSENTIAL FUNCTIONS**

- Fulfill the role of equipping national women for multiplication of leading servants worldwide.
- Facilitate a group of students, a minimum of three or four times a year within BEE World target countries, for a minimum length of time of three years.
- Use prepared, high quality, transferable BEE World curriculum.
- Complete trip reports after each trip.
- Must relocate to Colorado Springs, CO.
- Participate in the curriculum development as needed for Women's Ministry (for both BEE World courses and Women's Ministry courses, as well as course evaluations, etc).
- Must attend, once a year ongoing Women's Ministry meetings or trainings.
- Participate in the Family Staff Field conference at your own expense, which may be reimbursed as a ministry expense from your BEE World account.
- Must be willing to agree with the Doctrinal Statement and Statements of Conduct of BEE World.
- Be an active part of the whole team of BEE World missionaries.

### **MINISTRY EXPERIENCE**

- A minimum of 5 years of ministry experience in leadership roles required.
- Demonstrate a mature knowledge of the Bible and communicates biblical truth clearly.
- Possess good experience and commitment to the use of small groups and interactive teaching.
- Demonstrate a strong commitment to the local church

### **EDUCATION, TRAINING AND SKILLS**

- Must have extensive biblical training either through a local church, college, seminary or mission.
- Be biblically qualified and equipped to facilitate a women's group in BEE World target countries.
- Must have attended, completed the BEE World Basic Facilitator Training and passed the final facilitator training evaluation.
- Must have traveled on an observation trip with a trained facilitator and received a positive evaluation.

- Must attend and complete all ongoing development trainings (e.g. Facilitator Development Training).
- Must be committed to studying thoroughly any courses to be facilitated before making the trip
- Must have the ability to team-facilitate with another BEE World Women's Facilitator.

### **PERSONAL/CHRISTIAN LIFE**

- Must be committed and growing in your Christian walk.
- Have a strong involvement in your local congregation and possess a passion for missions
- Reflect a godly maturity in character, relationships, marriage or single hood.
- Demonstrate a teachable spirit and a servant's heart toward others.
- Work well with others and is self-motivated to fulfill responsibilities.
- Adapt easily in changing situations
- Have the full approval of your spouse (if applicable) and/or the support of your local sending church.

### **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 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, dependent on 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, color 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:** Women's Ministry Facilitator

**CLASSIFICATION:** **Part Time** – must raise or provide full financial support and the funds for each trip and other related ministry expenses.

**REPORTS TO:** Director of Women's Ministry

**GENERAL STATEMENT OF JOB FUNCTION:** The Women's Ministry (part-time) Facilitator is a missionary position that fulfills the role of equipping national women for multiplication of leading servants in BEE World target countries. This position requires a minimum of traveling two times per year, for a minimum length of time of three years.

### **ESSENTIAL FUNCTIONS**

- Fulfill the role of equipping national women for multiplication of leading servants worldwide.
- Facilitate a group of students, a minimum of two times a year within BEE World target countries, for a minimum length of time of three years.
- Use prepared, high quality, transferable BEE World curriculum.
- Complete trip reports after each trip.
- Relocation to Colorado Springs, CO is preferred.
- Participate in the curriculum development as needed for Women's Ministry (for both BEE World courses and Women's Ministry courses, as well as course evaluations, etc).
- Must attend, once a year ongoing Women's Ministry meetings or trainings.
- Participate in the Family Staff Field conference at your own expense, which may be reimbursed as a ministry expense from your BEE World account.
- Willing to raise the funds for each trip (personal travel, visas, lodging and food) and possibly share in seminar expenses.
- Must be willing to agree with the Doctrinal Statement and Statements of Conduct of BEE World.
- Be an active part of the whole team of BEE World missionaries.

### **MINISTRY EXPERIENCE**

- A minimum of 5 years of ministry experience in leadership roles required.
- Demonstrate a mature knowledge of the Bible and communicates biblical truth clearly.
- Possess good experience and commitment to the use of small groups and interactive teaching.
- Demonstrate a strong commitment to the local church

### **EDUCATION, TRAINING AND SKILLS**

- Must have extensive biblical training either through a local church, college, seminary or mission.
- Cross-cultural experience is helpful.
- Be biblically qualified and equipped to facilitate a women's group in BEE World target countries.

- Must have attended, completed the BEE World Basic Facilitator Training and passed the final facilitator training evaluation.
- Must have traveled on an observation trip with a trained facilitator and received a positive evaluation.
- Must attend and complete all ongoing development trainings (e.g. Facilitator Development Training).
- Must be committed to studying thoroughly any courses to be facilitated before making the trip
- Must have the ability to team-teach with another BEE World Women's Facilitator.

### **PERSONAL/CHRISTIAN LIFE**

- Must be committed and growing in your Christian walk.
- Have a strong involvement in your local congregation and possess a passion for missions
- Reflect a godly maturity in character, relationships, marriage or single hood.
- Demonstrate a teachable spirit and a servant's heart toward others.
- Work well with others and is self-motivated to fulfill responsibilities.
- Adapt easily in changing situations
- Have the full approval of your spouse (if applicable) and/or the support of your local sending church.

### **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 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, dependent on 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, color 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:** Language-Specific Course Publisher  
**CLASSIFICATION:** Project Based – Independent Contractor  
**REPORTS TO:** Translation Manager

**GENERAL STATEMENT OF JOB FUNCTION:** The Language-Specific Course Publisher (LSCP) oversees the publishing of translated BEE World courses to their finished state (French, Chinese, Hindi or Punjabi etc.). This involves coordinating and overseeing all the activities that are necessary to complete the publishing of a course in print and on the web in the specified language.

### **ESSENTIAL FUNCTIONS:**

- Works with the BEE World IT technical staff to translate Website words and phrases into the target language when needed.
- Works with the BEE World IT technical staff to troubleshoot any adaptations made by the programmers.
- Works with the completed translation document by inserting tags and scripts to produce the final IBS and print version for the course in the specified language.
- Runs the lessons through the chunker tools.
- Runs IBS Editor and IBS TOC programs, then ensures IBS output is complete and displays properly on the IBS development site, fixing any problems that arise. Fixes may include tag corrections for functionality of the links to outside documents, navigation from page to page, and proper appearance of the graphics.
- Runs the Word2Word macro tool and makes the manual changes necessary to make the printed version of the course flow properly, position graphics as necessary, correct the table of contents, and other clean up issues for the printed course.
- Works with curriculum department to integrate graphics and videos (including audio where required) into the course.

### **QUALIFICATIONS:**

- Medium-level competency of working on a computer and the internet.
- Willingness to learn new computer programs
- Solid knowledge of Microsoft Office programs (Word and PowerPoint).
- Must have a computer with a Microsoft 8.1 or higher operating system
- A working knowledge of written and spoken English
- Fluent or near fluent in the target language, both written and spoken.

### **OUTCOMES:**

- Upon course completion, the LSCP will review the whole course one last time to ensure that all the pieces of the course are in place, both for IBS and print.
  - All graphics/videos are present and working.
  - All links to articles and Scriptures work properly.
  - Table of Contents is accurate.

### **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 essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Language Skills: Ability to respond to common inquiries from departmental relationships and community in English.
- Physical demands: No physical demands to be met at this time.
- Work Environment: No work environment demands to be met at this time.

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