

POSITION DESCRIPTION – Community Trainer

Title: Community Trainer

Reports to: The Emmaus Ministries International Office – EMIO

Communicates with: EMIO, 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

Compensation: Volunteer position