



## Contracts & Logistics Manager

**Purpose:** To facilitate logistical planning and contracting processes for CIY.

**Missional Alignment:** Calls youth to Kingdom work by facilitating the logistical planning and internal contracting processes needed for successful execution of CIY events.

**Reports to:** VP Operations

**Level:** P3

### Roles

1. Book & Manage Travel (MIX, Production)
2. Book Staff Housing (MIX, Production)
3. Build & Manage Travel Grids (MIX, Production)
4. Contract Event Staff (MIX, MOVE)
5. Contract Production Staff (MIX, MOVE, SuperStart)
6. Contract Talent (MIX, MOVE, SuperStart, Engage, Wilderness)
7. Contract Temporary Staff (MIX, MOVE, SuperStart, Engage, Wilderness)
8. Create Event Cash / Per Diem Requests (MIX, MOVE)
9. Create Event Payment Requests (MIX, MOVE)
10. Create Trucking Schedule (MIX, MOVE, SuperStart)
11. Trucking Schedule Management (MIX, MOVE, SuperStart)

### Travel Expectation

1. TBD

### Time

1. 40 hours/week
2. Salary, Exempt
3. Seasonal peaks in hours worked.
4. Standard office hours are 8-5 (1 hour lunch break), specific office hours TBD.

### Salary

2023 Base Salary/Hourly Rate:

### Benefits

As outlined in the Policy Manual and Contract.

### Qualifications

1. Must be committed to Jesus Christ, spiritually mature, and trained in the area of office management.
2. Must be committed to the mission of Christ In Youth.
3. Must be a team player who works effectively with other staff members to accomplish excellent results.
4. Must demonstrate excellent written and oral communication skills.
5. Must demonstrate excellent organizational and time management skills.
6. Must live in submission to CIY's Culture Statement (see Cultural Expectations).

### Cultural Expectations

In order to honor Christ in our work and ministry culture, we commit ourselves to live by the values listed below. We unite in all of these things to amplify the call of Christ in a student's life to be a Kingdom worker. We will work together daily to cultivate a healthy environment, founded upon biblical standards from which creativity and excellence flow. By signing below, we agree to be held accountable to live by these standards.

1. I will set an example of TRUTH by being honest in word and deed.
2. I will carry a spirit of LOVE towards all staff, our families, the local church, and the people with whom I interact.
3. I will have the heart of a SERVANT to the CIY family, to my local church, and to the world around me.
4. I will promote UNITY and make every effort to live in peace with all people.
5. I will be a good STEWARD of people, time, finances, and resources.
6. I will reflect EXCELLENCE in my work ethic, and seek to continually improve the efficiency and effectiveness of events, trips, and resources.
7. I will continually PRAY for my team, leaders, and endeavors.
8. I will contribute to an environment that is FUN and creative.
9. I will speak the truth in love and will maintain a POSITIVE ATTITUDE while dealing with difficult circumstances or people.

I recognize that by adhering to the above values, the decisions we make will positively impact **Christ's Kingdom, Student Ministry, our Programs, our Customers** and the organization of **Christ In Youth**.