



Business Strategies Professional Full Time

Christ In Youth
2201 N. Main St.
Joplin, MO 64801
417.781.2273

Purpose: To assist with the efficiency and organization of the Business Strategy longitude, in communicating MOVE and MIX venue details to both internal and external partners.

Missional Alignment: This teammate will help the MOVE and MIX programs by coordinating the relationships with our venue partners. They will be an arbiter advocating for our CIY programs while maintaining positive relationships with our venues. Efficient and effective communication with our venues will maximize growing potential by booking dates further out and will shape the future of the organization for years to come.

Reports to: Director of Business Strategies

Core Roles

1. Work with Director of Business Strategies to plan future dates and locations for MOVE and MIX programs.
2. Coordinate information gathering for current venues.
3. Communicate program needs with venues in a timely manner.
4. Lead out in coordinating the contracting process with each venue.
5. Coordinate and pull together pertinent financial information to aid in business strategy decision making.
6. Assist the Director of Business Strategies in reconciling and delivering payment for final venue bills for MOVE and MIX.
7. Be an asset to the Business Strategies Longitude looking for ways to improve efficiency and productivity.

Qualifications

1. Must be committed to the mission of Christ In Youth.
2. Must be a hard worker who works best while collaborating under pressure.
3. Experience in working in an office setting is preferred but not required.
4. Should be able to roll with changes, approach every day with a "Yes, And" mentality.
5. Ability to manage budgets, eye for the details.
6. Proficient with Office suite.
7. Must live in submission to CIY's Culture Statement (see Cultural Expectations).

Time

1. 40 hours/week, Joplin-based.
2. Must be able to attend weekly team meetings, at times remote if necessary.
3. Flexible office hours, to be determined upon employment.
4. Travel to 3-4 summer events and administrative travel as needed.

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**.

To apply: Email your resume to ciyhr@ciy.com