

# Logistics Coordinator

Reporting to the Senior Program Manager, the Logistics Coordinator will set the strategy and be responsible for all participant group logistics: registration through group follow up. This position is part of the Program Team and works with the Support Staff to facilitate and evaluate year-round programs.

## **Minimum Qualifications**

- An understanding of and commitment to the values and philosophy of Mountain T.O.P.
- Excellent communication skills, both written and verbal
- Aptitude in all aspects of leadership, including spiritual
- Basic computer skills (Microsoft Office, Google Applications)
- Basic database knowledge
- Able to work an alternative schedule
- Undergraduate degree required

## **Preferred Qualifications**

- Nonprofit management experience
- Experience with Salesforce

***Responsibilities will include, but will not be limited to the following:***

## **CORE RESPONSIBILITIES**

### **Group/Camper Management**

- Process all groups and individuals from registration through a post-event follow-up.
  - Be the main point of contact for all groups and individuals who have registered for an event, communicating necessary information in a timely fashion
    - Summer: maintain and communicate church information to camp directors, and assist with Sunday registration.
    - Non-summer: provide Support Staff with reports of registered groups and logistics
  - Send and process payment invoices for all groups
  - Develop and distribute program information materials: registration packets, resource guides, team training materials
  - Ensure all participant fees are current and competitive
  - Evaluate the participation experience through an on-site evaluation and follow-up call, and report any significant findings
  - Manage Adult Self-Screening forms of adult volunteers and run background checks as necessary in order to manage risk

## **RECRUITMENT TEAM INVOLVEMENT**

- **Group Recruitment:** Maintain a relationship with an assigned group of churches and become an expert on the church's dynamic, staff, schedule (rotation, decision-making timeline, etc.).
  - Relationship maintenance includes personal phone calls, emails, or potential church visits. These groups may span the spectrum from highly involved to brand new contacts.
  - All information and progress would be recorded in Salesforce

- **Individual Recruitment:** Assist in recruiting individuals for weekend service opportunities (ex: AIM weekends, Friends, Baker Work Weekend) with personal phone calls and emails.
- **Recruitment Events:** Potential for participation in conferences, speaking during worship services, attending youth group gatherings or church meetings.
- **Other possibilities:** help with social media content & posting, contribute to blog, help mobilize long-distance recruiters (summer staffers, BOD members, etc.)

#### **PROGRAM TEAM INVOLVEMENT**

- Serve as a member of the Program Team setting the ministry's program vision
  - Collaborate on long term projects such as the annual theme and worship flow
  - Collaborate with coworkers to update, improve, and develop Summer Staff Training
- Support all ministry camp programs, retreats, and special events
  - Host groups in every aspect of a Mountain T.O.P. program, including but not limited to leading small group conversations, creating and presenting worship parts, orienting groups, and facilitating meals.

#### **DATA SUPPORT**

- Aid the ministry in accurately measuring its impact
  - Create surveys and evaluations based on ministry outcomes
  - Set the annual plan for data collection

#### **Salary**

**Mid thirties, depending on experience**

#### **Benefits**

Mountain T.O.P. provides the following benefits at no cost to the employee:

- Health, Dental, Vision, Disability and Life
- 401K Pension
- Transportation Reimbursement (Explicitly for ministry use of personal vehicle)

#### **Time Requirement**

Full-time Year-round Position (Exempt classification)

#### **Term of Employment**

Minimum three-year commitment requested.