

CHRIST IN YOUTH

Event Experience Professional

Purpose: This Event Experience Professional will work with the MOVE/MIX teams to ensure in-office tasks are accomplished efficiently, and customer needs are met in a timely manner.

Missional Alignment: Amplifies Christ's call by facilitating key operational functions that are critical to efficient event execution.

Reports to: Event Experience Manager

Level: P1

Roles

1. Answer emails from personal email, move/mix@ciy.com.
 2. Mail out Prayer Key Tags.
 3. Coordinate special customer service requests for MOVE/MIX between venues and churches.
 4. Manage contact system and contact lists for all MOVE and MIX events.
 5. Work with MOVE/MIX staff to help edit event apps.
 6. Take phone calls about programming and any event related questions for MOVE/MIX.
 7. Work with the Event Experience Manager for MOVE/MIX with various other office tasks.
 8. Coordinate event staff's office weeks for MOVE/MIX.
 9. Disperse event paperwork that comes back from MOVE/MIX events.
 10. Work with Event Staff to coordinate tracking for MOVE/MIX program giveaway items.
 11. Coordinate/Change travel and flight plans as needed for MOVE/MIX.
 12. Submit all travel dates for MOVE/MIX travel teams to Time Clock for comp time.
 13. Coordinate all local airport pickups/drop offs with Event Staff teams.
 14. Submit daily backup requests to Smartsheet.
1. 29/hours/week March – Mid-May, August-December, may have peaks requiring additional hours on occasion
 2. 30+/hours/week Mid-May-June-July
 3. Hourly position; non-exempt
 4. Schedule to be determined

Benefits

1. Hourly wages

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**.

Qualifications

1. Must be committed to Jesus Christ, spiritually mature, and skilled in detail 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).

Time