



## Business Strategies Assistant Part 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, and the Director of Business Strategy.

**Missional Alignment:** This teammate will help events and programs maximize growing potential by booking dates further out and will assist in key financial decisions that will shape the future of the organization for years to come.

**Reports to:** Director of Business Strategies

### Core Tasks

1. Assist in site research and selection process for new venues.
  - a. Work with Director of Business Strategies in coordinating search for new venues in new or current regions.
  - b. Obtain pertinent information to help in the selection process.
  - c. Coordinate scheduling of phone calls and final site visits.
2. Coordinate information gathering for current venues and assist in securing dates and locations for future events.
3. Assist the Director of Business Strategies in coordinating latitude budgets for the annual consolidated budget.
4. Assist the Director of Business Strategies in executing Divvy when the director is traveling.
5. Assist the Director of Business Strategies in reconciling and delivering payment for final venue bills for MOVE and MIX.
6. Daily updates within Smartsheet.
7. Coordinate and pull together pertinent financial information to aid in business strategy decision making.
8. Work with the Director of Business Strategies with various office tasks.
9. 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. 20-25 hours/week, Joplin-based preferred but not required.
2. Must be able to attend weekly team meetings, remote if necessary.
3. Flexible office hours, to be determined upon employment.

### 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.**