

Job Title: Send Relief Ministry Center(s) Operations Specialist-Appalachia

Team: SEND RELIEF

Division: Ministry Center Operations

Group: SEND RELIEF

Location: Appalachia Ministry Center Office

Reports to: Ministry Center Director

Exempt/ NonExempt: Exempt

Southern Baptist Required: Yes

SUMMARY:

This position will support SEND RELIEF's ministry objective of "meeting needs, changing lives" by providing operational execution within the SEND RELIEF's Ministry Center in Appalachia. This position will maintain focus on supporting NAMB's number one customer: The Pastor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following and other duties as assigned

1. Work with the Send Relief Ministry Director in the execution of a comprehensive missions strategy that ensures and facilitates measurable outcomes in meeting compassion ministry and church planting objectives.
2. Act as primary on site Ministry Center operations representative for all ministry events which facilitate modeling and multiplying ministry. Ensure the ministry center is being run in a professional and excellent manner. That all ministry partners are received well and that the ministry center facilitates a first class experience. Support includes ensuring communication, transportation, meals, training, orientation and safety.
3. On the ground support of Send Relief Gen Send teams (i.e. Spring, Summer, Semester, etc.) through serving them, coordinating and evaluating ongoing mercy and compassion ministry and/or church planting projects. Support includes ensuring transportation, meals, training, orientation and safety are all covered throughout their service on the island. Ability to lead ministry teams and/or lead volunteer ministry team leaders.
4. Systems requirements:
 - a. Work with Alpharetta based operations team to manage and document all Ministry Center activity in CRM, Workday, SRPortal etc. to ensure accurate reporting and tracking of ministry execution.
 - b. Work with Alpharetta based Operations team to manage volunteer registration system.
 - c. Ensure the comprehensive Send Relief calendar is constantly



- updated accordingly.
5. Work with Alpharetta corporate office to ensure all communications and marketing is executed appropriately and accurately to ensure maximum support for all ministry activity.
 6. Inventory and Warehousing:
 - a. Manage receiving, put away, paperwork and system transactions in Workday for all materials.
 - b. Manage Shipping of materials, tools and equipment.
 - c. Maintain inventory counts and a clean and organized warehouse.
 - d. Train and supervise volunteers.
 7. Equipment:
 - a. Mechanical aptitude to direct the maintenance of all equipment and vehicles. Maintain equipment readiness at all times.
 - b. Ability and willingness to obtain CDL – Class A license within 60 days of employment.
 - c. Ability and willingness to obtain forklift certification within 60 days of employment.
 - d. Ability to use computers and Microsoft applications (Word, Excel, Email etc.).
 8. Complete other duties and tasks as assigned.

CHRISTIAN WALK

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

SUPERVISORY RESPONSIBILITIES

Directly supervises volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training volunteers; assigning and directing work. Plans effectively for self and those assigned to help. Can implement strategy and tactics with a schedule to meet expected results. Works in concert with others as a team player, neither dominating nor hesitating. Juggles several tasks or projects simultaneously and can cope successfully with changing priorities and the demands of a complex matrix organization. Adheres to budget limits as established by the team director, and holds to a high ethical standard of fiscal control. Maintains confidentiality with sensitive data.

Practices servant leadership, giving praise, encouragement, and recognition when merited. Personally self-directed and motivated to start and complete assignments

promptly without procrastination. Relates well to all kinds of people in all levels of their Christian walk, regardless of age, race, denominational affiliation or gender. Plans and runs effective meetings, and participates in such a way as to foster team unity and common goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Four year degree preferred; or equivalent experience of three to five years' related experience and/or training; or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefing, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to write articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

Knowledge of the NAMB continental strategy. Baptist guidelines – basic understanding of the financial structure within and among the SBC operating



entities, i.e., NAMB, IMB, LifeWay, State Conventions, Seminaries, etc. Ability to travel as needed.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to teach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

PERSONAL QUALITIES

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment. Aware of personal strengths and shortcomings and benefits from constructive criticism. Is a tithing member of record of a local Southern Baptist Church and takes an active role as time permits. Demonstrates energy, with a bright, positive affect, warmth and genuine interest in people.