



Job Title: Logistics Specialist
Team: Send Relief - Operations
Division: Send Relief
Group: Mobilization and Services
Location: Alpharetta
Reports to: Program Manager
Exempt/ NonExempt: Exempt
Southern Baptist Required: Yes

SUMMARY

This position provides logistical coordination and ministry assistance to Send Relief operations, ministry centers and other related areas of need. The person in this position is expected to work with Send Relief partners, maintain equipment, volunteer processes, and purchasing supplies in support of ministry strategies. The person in this position is expected to work with the other members of the Send Relief team in a way that focuses all resources toward the accomplishment of Send Relief's major objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the development and implementation of a comprehensive logistics plan that focuses on meeting the logistics needs of the following:
 - a. Send Relief team and ministry centers
 - b. NAMB when requested
 - c. State partners when requested
2. Collaboratively develop and maintain a network of volunteer leaders from local churches and ministry centers to support operations and events.
 - a. Manage Volunteer Leadership Portal and application
 - b. Work with ministry centers to build roster of volunteers
 - c. Support and guide training opportunities for volunteers (Pathwright platform)
3. Work alongside ministry centers and Send Relief distribution warehouses, to maintain supplies list, vehicles and driver needs;
 - a. Truck Management and tracking
 - b. Vehicle maintenance
 - c. Driver training and safety procedures
 - d. Penske liaison
4. Inventory Support and Purchasing
 - a. Support purchasing for Southern Baptist Disaster Relief and appropriate planning with procurement department.
 - b. Maintain inventory of expendable Send Relief supplies to support the work in the field.



5. Accept other duties as assigned by immediate supervisor.
6. Assist with other Send Relief initiatives as assigned by Send Relief Executive Leadership.

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

Bachelor's degree or equivalent preferred. High School diploma required. More than five years related experience and/or training in a logistics management setting required. More than three years related experience and/or training in an office management setting preferred. Strong computer and organizational skills required.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret the 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, concise and passionate when required and compelling. Verbal skills must be polished, facile and quick. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups and/or board of directors. This position requires an ability to communicate clearly and succinctly in stressful situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in 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 most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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

and the word of God, with a life submitted to God's authority in all things. Models a daily soul-winning lifestyle. Can effectively lead others in prayer. Gives regularly and generously to the work of the church. Readily applies scripture to personal and professional situations. Can articulate Baptist theological understandings on a range of issues. Conducts ministry in keeping with the principles and spirit of the *Baptist Faith and Message 2000*.

PERSONAL QUALITIES

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

Working knowledge of the NAMB and Send Relief continental strategy. Baptist guidelines – understands and demonstrates a familiarity with the financial structure within and among the SBC operating entities, i.e., NAMB, IMB, LifeWay, State conventions, associations and churches. Some travel may be required during certain seasons.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SEND RELIEF - DISASTER RESPONSE DEMANDS

The inherent suddenness of disasters often creates time and work demands that are atypical of most normal work environments. Send Relief Team Members understand that these demands must be met regardless of time of day, location, scheduled holidays and/or vacation as part of the requirements of their assigned duties to meet urgent human needs.