

Job Title: Logistics Consultant
Team: Mobilization & Logistics Team
Division: Send Relief
Group: Send Relief
Location: Alpharetta
Reports to: Mobilization & Logistics Manager
Exempt/ Non Exempt: Exempt
Southern Baptist Required: Yes

SUMMARY

This position will support Send Relief's mobilization efforts to see every church on mission. The primary focus of the role will be supporting the Mobilization & Logistics Manager in managing the Send Relief resources and volunteers for Send Relief ministry opportunities and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support the Mobilization & Logistics Manager to coordinate Send Relief resources and volunteers at each ministry center.
2. Maintain Send Relief resource and volunteer tracking including management of Send Relief Volunteer Portal.
3. Support the Mobilization & Logistics Manager in working alongside Ministry Center directors and Send Relief distribution warehouses to maintain supplies list, vehicles and driver needs including;
 - 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. Inventory 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 or equivalent degree required or four or more years of equivalent experience.



COMMUNICATION SKILLS

Ability to read, analyze and interpret most documents. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Written skills must be strong and flexible. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. 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 (if married), 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 strategy. 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.

PHYSICAL DEMANDS

While performing the duties of this job, 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 may need to lift and/or move up to 10 pounds.