



MOUNTAIN VIEW CHURCH

JOB DESCRIPTION

MV STUDENTS LOGISTICS COORDINATOR

DETAILS

Reports to // MV Students Creative Strategist

Position Status // Part-time - Non Exempt

Department // Next Generation Ministries

Team // MV Students

Church Size // 2000-3000

JOB DESCRIPTION

The MV Students Logistics Coordinator is a crucial role in ensuring the operational and logistical success of the student ministry. This individual will work closely with the Student team to manage event logistics, organize schedules, and ensure the team remains aligned with timelines and deliverables. They will also support the Volunteer Coordinator by handling the behind-the-scenes logistics of volunteer involvement.

MUST HAVES

- Able to demonstrate a genuine love for and maintain a good rapport with students and parents.
- Willing to engage with ministry leaders
- Able to exercise initiative and judgment as an independent worker
- Self-motivated, not needing micromanagement, yet love to live life with a team
- Able to respond to changing needs throughout the daily and weekly schedule
- Strong organizational and multitasking skills with exceptional attention to detail.
- Effective written and verbal communication skills with a collaborative approach to teamwork.
- Desire to be part of a large church that wants to see its community won for Christ

NICE TO HAVES

- Bachelor's Degree or equivalent experience
- Ministry experience in a large church (at least 1,000 people) environment.
- 2+ years of experience in event logistics, project management, or a related field (church or ministry experience preferred).
- Proficiency with Slack, Planning Center Online, Monday.com, and Dropbox.
- Experience managing a ministry budget

JOB RESPONSIBILITIES

- Collaborate with the Student Creative Strategist to plan and manage logistics for events.
- Utilize Planning Center to manage event details.
- Develop and maintain event timelines and task lists on Monday.com to keep the team aligned.
- Coordinate with vendors, and other partners to ensure all logistical needs are met.
- Oversee event setup and tear-down, ensuring spaces and materials are prepared.
- Work directly with the Student Creative Strategist to implement creative vision.
- Serve as the central communicator between the Student Creative Strategist, other church departments, and external partners.
- Partner with the Volunteer Coordinator to manage logistical aspects of volunteer involvement.
- Use Planning Center Online and Dropbox to organize volunteer schedules and distribute necessary materials.
- Provide on-site logistical support during events.
- Oversee event registrations, payments, and attendance tracking.
- Maintain and organize inventory of supplies, teaching materials, and equipment.
- Monitor and manage event budgets ensuring financial accountability.
- Ensure compliance with Mountain View Church policies and safety protocols .



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EXPECTATIONS

- A passion for the mission of Mountain View Church and the spiritual growth of students.
- A proactive problem solver with a heart for service and collaboration.
- A team player who thrives in a creative and dynamic environment.
- Adaptable and flexible, capable of managing multiple priorities and navigating fast-paced ministry demands.
- Asks for and offers help when needed.

ACCOUNTABILITY FACTORS

- Attend one celebration per weekend.
- Attend all staff meetings
- Adhere to the MV Staff Handbook
- Servant leadership
- Passionately live out a daily relationship with Jesus Christ
- Model a strong relationship with his or her spouse (if married) and children (if applicable)
- Demonstrate integrity in words, relationships and actions
- Show a pattern of biblical tithing
- Perform all other duties assigned by the Lead Pastor

OUR VALUES

INTEGRITY

Biblical truth in a bold way.

AUTHENTICITY

True to who we are and what God has called us to do.

DIVERSITY

We will resemble Heaven.

CREATIVITY

Never the same, always learning.

EXCELLENCE

Everything for the Glory of God.

PASSION

For the person and power of Jesus and the **people He loves.**

FAITH

For God to do the impossible right here, right now, through us.