

Site Logistics Manager

Status: Full Time

Classification: Cross Regional Staff

Prepared by: Sandra Nicholas

Working Days: Varies

Context

The Meeting House is a church for people who aren't into church. Through our network of locations we seek to proclaim the irreligious message of Jesus and invite people into loving community where they can join our shared mission and learn to live this message in daily life.

Role

The Site Logistics Manager oversees and coordinates the logistics and systems support for all of our sites. This includes all systems of distributing and collecting materials that support our Weekend Service staff and ministry teams.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to support the growth of the Meeting House
- Exceptional organizational abilities with a track record of developing sustainable systems that ensure a high level of accuracy and attention to detail
- Strong leadership and relational skills with a track record of effectively developing staff, volunteers and teams
- Strong computer skills in MS Word, Excel, and Outlook and the ability to learn new technology and software quickly

Responsibilities

- Oversee the staff and volunteer teams that serve all sites by duplicating, distributing and collecting materials for all ministry departments
- Ensure all materials are easily accessible and understood by volunteers
- Ensure the rotation of materials and reintegration of returned materials happens in an organized, environmentally-friendly and timely manner
- Ensure all locations and environments are well stocked and successful systems are in place to support the operational needs of each site
- Partner and communicate with Weekend Service Producers, Setup Coordinators and relevant technical staff to ensure trailer and case mapping needs are effectively addressed at all sites
- Support sites in maintaining systems to ensure full compliance to our Plan to Protect Policy
- Maintain well organized and properly stocked resource room and storage spaces
- Manage and maintain an effective family and visitor registration system
- Ensure all site expansions receive organized and complete materials for children, youth and welcome ministries
- Execute on all above responsibilities with a high degree of accuracy, timeliness and clear communication with all relevant staff and volunteers

Relationships:

Reports to: Site Support Pastor

Direct reports: Site Logistics Administrator
Site Logistics Buyer
Curriculum Support Pastor

Role Expectations:

- Consistently complete duties and responsibilities in a timely way
- Maintain a positive relational stance on all fronts
- Overall positive annual 360 evaluations
- Remain within budgets associated with this position
- Achieve goals for this position as it relates to our shared mission
- Contribute to a positive and effective staff team dynamic
- Effectively problem solve within the scope of this role
- Ongoing improvements and innovations within the scope of this role