



## **LOGISTICS & EVENTS COORDINATOR (LEC)**

### **JOB DESCRIPTION**

Updated August 2023

**Education Minimum:** Bachelor's Degree

Overview: We are looking for someone to join JMI's Mobilization & Events team. This person should be great with details and juggling multiple tasks while also having a heart for missions and a love for helping marginalized people.

#### **Qualifications:**

- Computer competency (working knowledge of ManagedMissions, Salesforce, WordPress, Google Workspace & Microsoft Office)
- Exceptional people, writing, presentation and organizational skills
- Team player with ability to initiate as well as implement plans
- Timely in responding to calls and messages
- Willingness and ability to travel nationally and internationally
- Ability to manage multiple details for mission trips and events
- Willingness and ability to adhere to JMI's policies and procedures
- Clear criminal background check
- International missions experience preferred
- Passion for taking the Gospel to the ends of the earth
- **Minimum of 2 years experience in similar field**

**Reports to:** Mobilization and Events Senior Manager (MESM)

**Status:** Full Time

**Major Responsibilities:** The Logistics and Events Coordinator (LEC) assists in the planning and implementation of JMI's mission trips, JMI events, fundraising events, and other events where JMI is a featured ministry

#### **Mission Trips:**

- Help calendar, schedule, and promote all mission trips in collaboration with MESM
- Collect all travel booking information for teams
- Aid in finalizing schedules and itineraries with MESM and collaborate on mission trip management
- Provide leader and team communication system for pre-trip preparation
- Ensure team members have paid necessary balances and completed all paperwork/forms and communicate information to team leaders as needed
- Gather team supplies as needed
- Manage reimbursement requests for supply purchases
- Provide an effective leader and team communication system for post-trip followup in coordination with Communication and Sponsorship Teams

- Manage trip participant t-shirt inventory and distribution
- Design and implement ongoing trip evaluations for trip improvements
- Help lead teams, with a view toward providing them with meaningful, life-changing experiences

**Event Development & Management:**

- Assist with all fundraising events, including gala, skeet shoot, TopGolf, luncheons, etc.
- Provide logistical help for author Kelly Minter's events including trip coordination and packing merchandise
- Travel onsite to manage all events as needed
- Oversee event followup with attendees in coordination with the Communication Team

**Kelly Minter (JMI Advocate) Events and Merch:**

- Work with Kelly's EA to manage her merchandise stock, reordering as necessary for online store and drop-shipping to events
- Work with Kelly's EA to plan for and pack merch and all volunteer materials, banners, etc., for Kelly's speaking events
- Check Kelly's PO box, deposit checks at Kelly's bank, and send invoices to Kelly's EA
- In collaboration with Kelly's EA, ensure JMI is prepared to attend KM events whenever possible
- Maintain website functionality for JMI and Kelly Minter's online stores
- Manage and fulfill all merchandise orders for the justiceandmercy.org and kellyminter.com online stores daily
- Provide customer service and troubleshoot any issues with online store purchases
- Work with JMI Communication team to update online store product info for kellyminter.com and justiceandmercy.org

**Other duties as assigned**

My signature below attests to the fact that I have read my job description, that I understand the requirements of the job, and that I agree to fulfill its expectations.

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Employee Signature

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Date