



Event Experience Professional

Purpose: To facilitate great Event Experiences for CIY event attendees.

Missional Alignment: Calls youth to Kingdom work by facilitating key operational functions that are critical to efficient event execution.

Reports to: Operations

Level: P1

Roles

1. Create Pre-Event Email Templates (MOVE, MIX, SuperStart, Engage, Wilderness)
2. Create & Manage JotForm Links (MOVE, MIX, SuperStart)
3. Develop & Administrate Housing Process (MOVE, MIX)
4. Manage eMRF inquiry responses (MOVE, MIX, SuperStart)
5. Assist in Managing Incoming Registrations and Payments (MOVE, MIX, SuperStart)

Time

1. 20 hours/week
2. 35 hours/week late-May to early August
3. Hourly, Non-Exempt
4. Seasonal peaks in hours worked.
5. Standard office hours are 8-5 (1 hour lunch break), specific office hours TBD.

Salary

2024 Base Salary/Hourly Rate: \$14/hour

Benefits

As outlined in the Policy Manual and Contract.

Qualifications

1. Must be committed to Jesus Christ, spiritually mature, and trained in the area of office management.
2. Must be committed to the mission of Christ In Youth.
3. Must be a team player who works effectively with other staff members to accomplish excellent results.
4. Must demonstrate excellent written and oral communication skills.
5. Must demonstrate excellent organizational and time management skills.
6. Must live in submission to CIY's Culture Statement (see Cultural Expectations).

Cultural Expectations

At CIY, we uphold the following attitudes under the banner of Servant Leadership Theory. These attitudes are our guiding principles, and we are passionate about living them out in our work.

1. **Live by the Spirit** - Galatians 5:22-26; Philippians 2:1-5; 1 Corinthians 2:3-5
2. **See the Imago Dei** - Genesis 1:26-27; Romans 8:29; Ephesians 4:22-24
3. **Own our Outcomes** - Colossians 3:23-24; Galatians 6:4-5; 1 Thessalonians 4:11-12; Ephesians 4:2-3
4. **Collaborate with Purpose** - Ecclesiastes 4:9-10; 1 Corinthians 12:14-21; Romans 12:4-5; Proverbs 15:2
5. **Play it Forward** - Proverbs 17:22; Ecclesiastes 3:12-13; Psalm 126:2; Romans 12:11; Philippians 4:4

These five attitudes are our foundational values, and we are committed to upholding them in all that we do. At CIY, we are proud to work in an organization that embodies these attitudes, and we invite all our staff to sign this document and join us in this pursuit of excellence.

To Apply

Email your resume to ciyhr@ciy.com