



Store Operations Professional

Purpose: To manage the online Store and order fulfillment.

Missional Alignment: Calls youth to Kingdom work by facilitating online purchases of CIY-branded apparel and resources.

Reports to: Operations

Level: P1

Roles

1. Manage online Store ordering & inventory.
2. Fulfill online Store orders.
3. Provide customer service for online Store customers.
4. Ship warehouse stock to events as needed.

Time

15-20 hours/week, mid May through mid August

Part-time Hourly, Non-Exempt

Pay

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

Qualifications

1. Must be committed to the mission of Christ In Youth.
2. Must demonstrate excellent organizational and time management skills.
3. Must demonstrate excellent written and oral communication skills.
4. 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.