



Housing Assistant

Part Time Position

Christ In Youth
2201 N. Main St.
Joplin, MO 64801
417.781.2273

Purpose: This role will assist with gathering data for the completion of housing assignments at MOVE and MIX events.

Missional Alignment: This role will serve the attendees of MOVE and MIX by helping accumulate, synthesize and communicate housing related data to ensure that appropriate housing assignments are completed in a timely fashion and supporting a great experience for the attendees at each event.

Reports to: Event Experience Professional - Housing

Roles

1. Enter Attendee Breakdowns into Event Master Lists as they are received from churches for MOVE and MIX events
2. Follow-up with churches who do not turn in Attendee Breakdowns in a timely manner (25 days prior to their event)
3. Assist Housing Event Staff and Event Experience Professional in contacting churches who do not turn in Attendee Breakdowns and/or completed Housing Blocks in a timely manner

Time

1. This role will begin immediately
2. May – July: Up to 15-20 hours/week
3. Pay Rate: \$15/hr

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.

Qualifications

1. Must be committed to the mission of Christ in Youth
2. Must live in submission to CIY's Culture Statement (see Cultural Expectations)
3. Must be self-motivated
4. Must exhibit strong attention to detail and logistical coordination
5. Must be a team player who can collaborate with CIY staff and contracted staff
6. Must demonstrate excellent written, verbal, and relational communication skills
7. Must be proficient in Microsoft Office Suite and willing to learn additional software systems.

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-
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.

APPLY:

To apply, please email a resume to ciyhr@ciy.com