

Engage Event Experience Professional

Purpose: To facilitate Event Planning processes for CIY.

Missional Alignment: Calls youth to Kingdom work by facilitating an efficient and effective event planning process.

Reports to: High School Event Experience Manager

Level: P2

Roles

1. Sector Lead (Engage)
2. Assist Creating Staff Travel Schedule (Engage)
3. Book & Manage Staff Travel (Engage)
4. Book & Manage Flight Contracts for Groups (Engage)
5. Build & Manage Travel Grids (Engage)
6. Registration Set-up and Management (Engage)
7. Registration Policy Updates (Engage)
8. Trip Leader Communication & Training (Engage)
9. Group Leader Communication (Engage)
10. Location Specific Advancing (Engage)
11. Create Trip Leader Resource (Engage)
12. Supply & Giveaway Ordering & Inventory Management (Engage)

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).
7. Must have short term missions experience.
8. Must be self-motivated.
9. Must exhibit strong attention to detail and logistical coordination.
10. Must be a team player who can collaborate with CIY staff and trip leaders.
11. Must demonstrate competent understanding of travel, finances, and reporting.
12. Must be proficient in Microsoft Office Suite and willing to learn additional software systems, like SmartSheet, SharePoint, and Managed Missions.

Travel Expectation

1. 2-3 Engage Trips per year
2. Setup Trips & Other Travel not to exceed 20 days/year

Time

1. 40 hours/week
2. Salary, Exempt
3. Seasonal peaks in hours worked.
4. Standard office hours are 8-5 (1 hour lunch break), specific office hours TBD.

Salary

2026 Base Salary/Hourly Rate: TBD

Benefits

As outlined in the Policy Manual and Contract.

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 5:22-27; Philippians 2:1-5; 1 Corinthians 2:3-5

2. **See the Imago Dei**

Gen 1:26-27; Rom 8:29; Eph 4:22-24

3. **Own our Outcomes**

Colossian 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 15:22

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.