



Store Operations Professional

Christ In Youth

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2201 N. Main St.

Joplin, MO 64801

417.781.2273

Purpose: The Store Operations Professional manages product ordering/delivery, inventory management, staff training, order fulfillment, and tour supply/pack process. This individual serves as the central detail driver for our store operations, exhibiting exceptional attention to detail across all responsibilities, from meticulous inventory tracking to precise order fulfillment. Success in this role requires superior communication skills to coordinate effectively with vendors and staff, coupled with the forethought necessary for strategic supply planning and proactive promptness in execution.

Missional Alignment: Christ In Youth exists to call young people to Christ and into lives of Kingdom Work through His Church. The Store Operations Professional manages the full lifecycle of store operations: from ordering and delivery to inventory control and staff training. This position ensures the provision of event reminders and facilitates revenue generation, ultimately helping CIY expand its ministry's reach.

Reports to: Vice President - Operations

Primary Responsibilities

1. Merchandise and Digital Resource Project Team

- Key member of the project team planning, developing, and executing merchandise and digital resources.
- Works closely with Merchandise and Digital Resource Manager in fulfilling this and the following responsibilities.

2. Vendor Relationship Management

- Source, negotiate, and select ethical vendors
- Aggressively bid projects to approved vendors to ensure competitive pricing

3. Tour Merch Ordering & Inventory Management

- Works with Merchandise and Digital Resource Manager to determine item quantities & sizes for merch orders
- Manage orders and reorders of needed merch
- Oversees merch supply of all events as needed throughout tour.

4. Onsite Operations

- Checking in with Event Staff throughout to answer and problem solve any issues.

5. Online store Management & Fulfillment

- Organize and manage items in the online store
- Manage fulfillment of online orders

6. Store Event Staff Training & Oversight

- Works with Operations Team to recruit and select Store Managers
- Train Event Staff
- Provide oversight of Store Managers on tour to ensure onsite operations meet expectations

7. Store Layout & Truck Pack

- Prep and pack road cases for event tours.
- Coordinate and organize Store/Merch for truck packs
- Coordinate Truck unpack and warehouse storage.

8. Store Reporting

- Report sales data to necessary departments for event sales & online sales.
- Annual Inventory and Roll Over Reports

9. Staff Gear Order

- Coordinate and order professional gear with vendors as needed.

Compensation & Time

- Full-time (40 hours/week), salary exempt
- Travel: As needed for training and quality control of onsite store purposes. Up to 20 days per year.

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-
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](mailto:ciihr@ciy.com)