

C4 Ministry Description – Associate Director for Logistics

Hours: Full-time, 12-month salary

Pay: \$20,000-\$22,000

Contact: 423.855.4877 (Call or Text) admin@n7mc.org (Email your CV/Resume)



Job Summary: Assist the Executive Director in leading the day-to-day operations of C4 Media Missionary School. Manage together with staff through daily supervision of students, curriculum, classwork, practical work, social events, off-site activities and administrative decisions. Mentor students through careful observation of the daily scheduled regimen, ensuring compliance with the guidelines outlined in the handbook (particularly regarding conduct and dress), advising students' academic experiences, and assisting with placement in ministry workplace opportunities. Serve as first in leadership line under Executive Director

Duties and Responsibilities:

- Coordinate logistics for all off-site activities of C4, including international travel, evangelism site plans, community relations activities, organized team-building, and social outings.
- Provide daily oversight for equipment, transportation, travel, and miscellaneous logistics
- Serve as recording Secretary to the C4 Administrative Committee
- Present portions of the Consecrated Creators curriculum
- Develop staff and students in leadership, practical skills, and spirituality and other aspects of development
- Assist in developing and maintaining classroom and equipment standards
- Train staff in C4 policy and students in principles for effective video, sound, lighting, and other technologies
- Assist with and lead events and programs as requested by Executive Director and C4 Operating Committee
- Assist in design and engineer stable classroom AV system to enhance the learning experience for students
- Assist ED with maintaining all school technology/equipment on campus and firmware
- Assist ED with maintaining warranties on equipment, address repairs immediately, when appropriate
- Provide a weekly status to C4 Operating Committee of current activities and future needs
- Assist with general office functions, including answering phones, scheduling, creating service invoices; also, household cleaning, kitchen duties and other domestic responsibilities
- Position requires on-campus residence, with personal expense salary deductions, rent, meals, etc...
- Perform all other reasonably related functions assigned by the Executive Director and Operating Committee

Special Requirements: *Have an expressed commitment to Jesus Christ and the historic teachings and traditional mission of the Seventh-day Adventist Church. Be an Adventist church member in good and regular standing. Maintain a Christian attitude while working with participants and events.*

Qualifications: Ability to work a flexible schedule, including days, nights, and weekends in domestic and international locations. Associate or bachelor's degree in related field OR the minimum of three years' videography/photography preferred, not required. Computer skills in Creative Suite or Final Cut Pro, Microsoft Suite or equivalent, and Professional DSLR Nikon, Sony, Canon, or equivalent operational experience, preferred, not required. Exceptional communication skills. Self-starter with strong organizational skills and little need for supervision. Desire to grow professionally, including a willingness to learn new systems and procedures. Passion for leadership development in self and others. Fluent in reading, writing, and speaking English. Valid U.S. Driver's License AND Passport with a minimum of 18 months remaining to expiration.

Typical Physical Demands: Sitting, standing, bending, and reaching. Lifting up to 70 pounds. Manual dexterity sufficient to operate audio, video, lighting, and live event equipment, stages, curtains, and office machines. Exceptional hearing and normal range of vision along with some driving.

Working Conditions: Normal office and school environments with little or no noticeable discomfort. Occasional off-campus outdoor or rented auditoriums and unique environments. International travel that may include difficult sleeping, eating, and working conditions requiring flexibility and patience.