



MINISTRY DESCRIPTION

Title: Southeast Compassion Center Director
Department: US Program and Disaster Services (DS)
Reports to: Sr VP US Program and Disaster Services

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Southeast Compassion Center Director supports the ministry of Convoy of Hope by providing direction and oversight of the SE region warehouse and assistance with program activities, in conjunction with Rural Compassion, Community Events, Disaster Services and Field Teams leadership.

Essential Duties and Responsibilities:

1. Facilitates program activities of the Compassion Center in cooperation with U.S. Program leadership teams, including activities related to disaster response, training and other deliverables in the Southeast region.
2. Responsible for all activities of the warehouse, including properly receiving product: unloading trucks, placing product into inventory; handling outbound product: staging loads, loading trucks, etc.
3. Manages and develops warehouse staff and volunteers.
4. Oversees proper organization of warehouse facility; i.e. trash disposal, warehouse, equipment, and parking lot.
5. Responsible for warehouse reporting as directed by Headquarters Supply Chain.
6. Safely operates forklifts and various pieces of equipment for warehouse operations when needed.
7. Maintains an exceptional level of sanitation/maintenance for warehouse and equipment.
8. Follows general and equipment specific safety rules. Uses appropriate safety protection equipment and other safety devices.
9. Other duties as requested.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree or equivalent experience preferred; High School diploma or equivalent required.
2. Warehouse experience preferred.
3. Supervisory experience required.
4. Forklift certification and ability to drive other warehouse equipment.
5. Knowledge and experience with Warehouse Management Systems preferred.
6. Ability to positively contribute to team projects, cooperate with team members, and assist supervisors in planning and evaluation.
7. Ability to periodically lift in excess of 50 lbs.
8. Strong leadership and motivational skills are needed for effectively supervising team members.
9. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: This position regularly supervises warehouse staff and volunteers.

Created: 1/2/19