

 <b>Evangelism Logistic Supervisor (DNR) 4303</b> <b>(Ambassador Only)</b>	
<b>Purpose:</b> EV Manager’s assistant. For details please carefully read this entire document.	
<b>Commitment Level</b>  Leadership: In the one month prior Time Commitment: max. 1 hour/week	<b>Responsibilities</b>  Pre-Conference: Contact w/ EV Mgr. Conference: Thursday to Saturday
<b>Reports to:</b>  Evangelism Manager	<b>Works closely with:</b>  Evangelism Manager Warehouse Headquarters EV Captain EV Supervisors
<b>Is this job gender specific?</b> Yes, this is a male only position	

**Responsibility Overview:**

Thursday and Friday assist the Evangelism Manager with the logistic preparation and set up to the altar call and any additional responsibilities as assigned by the EV Manager. Saturday assist the EV Manger with deploying the EV Team for other duties. The EV Logistics Supervisor will not see any of the conference.

**Responsibilities Prior to the Conference:**

1. Communicate with the EV Manager via e-mail or telephone.
2. Review and familiarize yourself with the EV Manager’s Check-Off Guide.
3. Get into shape physically so you can move quickly and be able to lift and move items.

**Responsibilities Thursday of Conference Week:**

1. Shadow the Evangelism Manager beginning Thursday.
2. Maintain constant communication with the Evangelism Manager.
3. Assist the Evangelism Manager as he sets up everything at the conference site logistically for the altar call.
4. The EV Logistics Supervisor is the right-hand man to the EV Manager.
5. Carry out assignments as requested by the Evangelism Manager.
6. As needed and/or as assigned by the Evangelism Manager run to the warehouse, headquarters and backstage for EV supplies.
7. Interact with the EV Captain and Training Team at the Manager’s direction.
8. Acts as a second pair of ears and eyes to make sure everything is accomplished in a timely manner.
9. Attend the Volunteer Commissioning Service.

**Responsibilities Friday and Saturday during Conference:**

1. Shadow the Evangelism Manager and maintain constant communication with him.
2. Acts as a second pair of ears and eyes to make sure everything is accomplished in a timely manner.
3. As needed and/or as requested by the Evangelism Manager be ready to run to the warehouse, headquarters and/or backstage for EV supplies at a moments notice.
4. Assist in the management of tasks as assigned by the Evangelism Manager.
5. Interact with the EV Captain and Training Team.
6. Carry out assigned tasks at the direction of the Evangelism Manager.
7. On Saturday, assist the Evangelism Manager in other activities.

**Profile:**

1. Servant's heart
2. Organized, able to quickly think on your feet
3. Ability to organize men to complete tasks
4. Willingness to follow orders and carry out details
5. Initiative to make decisions
6. Excellent physical shape
7. Able to do lots of walking and lifting as needed

**Credential:**

Because the EV Logistics Supervisor will need access to HQ and to the backstage tunnel to access EV supplies the same as the EV Manager, please provide him a Production Credential.

**Radio:**

To enable communication with the EV Manager, the Evangelism Logistic Supervisor will need a blue conference radio.

**IMPORTANT NOTES:**

THIS POSITION MUST BE FILLED BY THE SAME PERSON THE ENTIRE TIME.

YOU WILL LIKELY NOT SEE ANY OF THE CONFERENCE FRIDAY OR SATURDAY.