

MTD Logistics Coordinator - Job Description

FLSA	Non-Exempt
Employment	Full Time
Manages	N/A
Reports To	Program Support Team Manager

Job Summary

The MTD Logistics Coordinator plays a critical role in ensuring the smooth execution of Ministry Team Development (MTD) training events and initiatives. This position focuses on managing logistics, event coordination, and operational support to empower Reliant staff and partners in raising and sustaining their ministry support. The ideal candidate is highly organized, detail-oriented, and passionate about creating efficient systems that equip others for successful ministry support raising.

Responsibilities & Duties

1. MTD Training Logistics

The MTD Training & Logistics Coordinator will be responsible for the planning and execution of all MTD-related training events. This includes both virtual and in-person sessions designed to equip team members and staff with the tools and knowledge needed to succeed in their ministry support efforts. The coordinator ensures that all training activities run smoothly and are delivered with excellence.

- **Facilitate Ministry Training Logistics:** Coordinate and execute MTD training events with excellence to empower Reliant staff in their support-raising ministry.
- **Steward Event Management:** Oversee scheduling, registration, and setup for virtual and in-person sessions, fostering a learning-focused environment.
- **Shepherd Participant Communication:** Ensure clear, timely communication, including invitations, reminders, and follow-ups, to create a welcoming experience.
- **Prepare Resources for Ministry Impact:** Manage the creation and distribution of Christ-centered training materials, ensuring they are accessible and practical.
- **Support Technological Excellence:** Set up, test, and troubleshoot virtual platforms, ensuring smooth and engaging sessions.
- **Cultivate Growth Through Feedback:** Track attendance, gather feedback, and apply insights to enhance the spiritual impact of future trainings.

2. Operational Support for MTD Initiatives

Support the MTD team in executing projects and maintaining operational efficiency.

- **Task Management:** Coordinate timelines, track project progress, and ensure deadlines are met for team initiatives.
- **Resource Distribution:** Organize and maintain resources, ensuring staff have access to up-to-date training materials and tools.
- **Team Support:** Assist with planning and logistics for team gatherings, such as meetings or workshops, ensuring smooth operations.
- **System Maintenance:** Maintain clear and organized records, files, and reports to support the team's administrative needs.

Knowledge, Skills & Abilities

Qualifications:

- **Organization and Attention to Detail:** Demonstrated ability to manage multiple tasks and maintain accuracy under deadlines.
- **Event Coordination Skills:** Experience planning and executing both virtual and in-person events.
- **Technical Proficiency:** Comfortable with platforms such as Zoom, Microsoft Excel, Google Workspace, and other tools for event management and communication.
- **Communication Skills:** Strong written and verbal communication skills for clear and professional participant correspondence.
- **Support Raising Knowledge (Preferred):** Familiarity with the ministry of support raising and a desire to help others thrive in this area.
- **Self-Starter:** Ability to work independently while maintaining collaborative alignment with the team.

Ideal Candidate Profile:

- Thrives in a structured, task-oriented role focused on logistics and operational support.
- Excels at problem-solving and maintaining organization in a fast-paced environment.
- Passionate about contributing to the mission of Reliant by ensuring others have the resources and support they need for successful ministry support raising.

Reporting Relationships

- Reports to the Program Support Team Manager
- Works collaboratively with MTD Health Team

All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's [Statement of Faith](#) and [Values](#).
3. Agree with Reliant's [Code of Conduct](#).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.