

**TITLE:** Director of Procurement & Logistics

**CENTRAL SUPPORT**

**REPORTS TO:** Executive Director of Ministry Services

**HOURLY:** 40 hours per week

## POSITION SUMMARY

The Director of Procurement & Logistics ensures the smooth and efficient flow of supplies and resources across all CedarCreek Church campuses. This role is responsible for managing centralized ordering and receiving processes while also developing and implementing sustainable systems that support ministry excellence and stewardship. The ideal candidate is detail-oriented, systems-minded, physically able and passionate about enabling ministry through operational excellence to fulfill our mission of introducing people to Jesus and the life changing adventure with him.

## POSITION RESPONSIBILITIES

- Own and oversee the centralized ordering and receiving process for all campus and central teams
- Collaborate with campus and ministry leaders to forecast needs and manage inventory
- Develop and implement scalable systems for procurement, receiving, tracking, and distribution
- Maintain vendor relationships and negotiate pricing to ensure cost-effective purchasing
- Coordinate and communicate shipping and delivery procedures with campus staff
- Recruit and develop a central logistics/procurement volunteer team
- Identify inefficiencies and lead process improvement initiatives across campuses and centrally
- Create documentation and training for ordering systems and workflows
- Support budget tracking and reporting for central purchasing
- Enter and manage receipts for all procurement purchases to ensure accurate financial tracking

## MEASUREMENTS

The position will be evaluated by the following quantifiable measurements:

- Accuracy and timeliness of order fulfillment
- Implementation of sustainable systems across all campuses
- Positive feedback from campus leaders and ministry teams
- Budget adherence and cost savings through vendor management

## WORKWEEK SCHEDULE

The position will operate on the general schedule listed below, but is subject to change based on the addition of events, holiday schedules, or supervisor discretion:

- Monday through Friday: 9-5

## ACCOUNTABILITIES

The position will also be held accountable for the following:

- Being a tithing contributor in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church

## DISCLAIMERS

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The measurements and responsibilities of this role may evolve over time to meet changing organizational needs. Accordingly, the Supervisor may assign or reassign duties and responsibilities to the employee as needed. This position is classified as at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

CedarCreek Church is committed to providing reasonable accommodations for qualified individuals with disabilities in our hiring process and throughout employment, in accordance with the Americans with Disabilities Act (ADA). If you require assistance or accommodation due to a disability during the application or interview process, please contact [HRCoordinator@CedarCreek.tv](mailto:HRCoordinator@CedarCreek.tv).