

### Position Summary

This position reports directly to the **FIRST in Texas** Operations Director. This position is primarily responsible for all events conducted by **FIRST in Texas** and all physical assets owned and stored in one of its facilities.

### Primary Duties and Responsibilities

This is a guide to generally outline the responsibilities and expectations and may be modified as deemed appropriate by **FIRST in Texas**.

- Work statewide to plan, support and expand the event catalog of **FIRST in Texas** while working with local delivery partners / organizations to ensure consistent branding and event delivery.
- Work with key staff and volunteers to plan and support all events in Texas through effective communications and timely responses to inquiries.
- Will directly supervise all storage / warehouse facilities operated by **FIRST in Texas**.
- Work with the Operations team, with input from our partners to develop an accurate and accountable budget for the season and event specific as requested in a timely manner.
- Ensure invoices are submitted in a timely manner that have been checked for accuracy and compliance with contracts or quotes.
- Support the mission and strategic goals of **FIRST in Texas** and follow the **FIRST** Code of Conduct.
- Maintain an active inventory of all physical assets belonging to **FIRST in Texas**.
- Manage transportation of assets and other logistics processes to ensure the expectations of customers are met.
- Develop new strategies to streamline processes and reduce costs.
- Work with all partners and key volunteers to develop an effective budget for the delivery of events and operate efficiently within it.
- Perform metrics reporting and data analysis tasks to identify opportunities for process / cost improvements
- Manage and develop logistics staff and volunteers to support your role.
- Maintain a professional partnership with vendors and contractors that is free of any perceived conflict of interests.
- Timely review division invoices, provide review and submit to the Finance division using approved processes for payment.
- Liaise and negotiate with suppliers, manufacturers, retailers and consumers for equipment and services that are needed for annual program delivery.
- Meet and exceed goals for cost, productivity, accuracy and timeline targets.
- Arrange storage sites in a safe, labeled and organized manner and assist other program leaders to replicate those systems in other storage facilities across Texas to ensure compliance with applicable OSHA and ISO regulations.
- Oversee and monitor all supply chains for **FIRST in Texas**
- Prepare purchase orders with appropriate back up to comply with applicable purchasing guidelines of **FIRST in Texas** which allows for efficient purchasing.
- Serve as the **FIRST in Texas Safety Manager** and receive training annually from **FIRST** on how its role is used at FIRST events.

## Events and Logistics Manager



- Will work with the Operations Director to draft policies / guides to mitigate risk at all events and storage facilities across Texas.

### Abilities Required

- **Project Management:** Experience in planning, leading, and managing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers/board of directors
- **Entrepreneurial Spirit:** Takes initiative, actively seeks to deepen current community relationships and to forge new ones. Ability to work both independently without close oversight, but also a team player who will proactively engage with others at varying levels of seniority within and outside **FIRST in Texas**.
- **Leadership and Supervision:** Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives. Passion for STEM activities and youth development.
- **Communications:** Excellent verbal and written communication, in addition to strength in analytical, organizational, interpersonal, and problem-solving skills. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences. Ability to set up and use technology for presentations.
- **Collaboration:** Effective at working with others to reach common goals and objectives while being free of any perceived conflict of interest.
- **Financial and Legal:** Remain fiscally responsible and ability to review and comprehend standard legal documents.
- **Travel:** Must be able to travel as required to complete tasks, including seasonal weekend availability.

### Education and Experience Requirements

Bachelor's degree in business, public administration, education, engineering, or a related field preferred. Large scale event logistic and production experience is required. Having **FIRST** experience is helpful, but not required.

### Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Google Drive Suite for Business (Gmail, Docs, Sheets, Forms, Slides, Drive)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Web Applications: Eventbrite, WordPress, MailChimp (training provided on additional internal platforms)

### Physical Requirements

This position requires the ability to lift 30-pound boxes to a height of 3-4 feet and load/unload them from trucks and/or travel cases. This position requires the ability to read technical manuals / schematic drawings and constantly operate a computer and other office machinery such as a computer with the occasional use of a ladder in frequent outdoor weather.

### Classification

Full-time Employee - Exempt status

## *Events and Logistics Manager*



### **Benefits**

Medical, Vision, and Dental insurance provided. Travel expenses may be reimbursed as allowed by the "Travel and Lodging Reimbursement Schedule". This position will receive a \$200.00 per-month office allowance for home office expenses. Other expenses are negotiable and may be reimbursed with prior approval.

### **Disclaimers**

**FIRST in Texas** leadership reserves the right to assign or reassign duties and responsibilities to this position at any time and this description reflects management's assignment of essential functions. This job description is subject to change at any time.

**FIRST in Texas** is dedicated to the goal of building a culturally diverse team who are committed to working in a multicultural environment and strongly encourages applications from women and minorities.