



Title: Logistics Manager
Responsible to: Lead Contest Director
April 2017

Job Duties

- Coordinate sound systems, tabulation equipment, and misc. show supply logistics
- Order and manage equipment for WGASC and MBOS. Evaluate the need for new and/or replacement equipment
- Order and manage office supplies
- Order and manage the supplies for contests as well as Championships
- Supply graphic designer with pictures, copy, and requirements for the production of the program covers, award plaques, badges, etc.
- Publish online forms as needed, Gravity Forms
- Manage inventory in storage facility
- Coordinate transportation and personnel for movement of equipment and supplies training weekend and Championships weekend.
- Manage the venue and AV requirements for Championships, director workshops and meeting sites
- Identify and advise on improvements to the logistics of WGASC/MBOS

Skills and Qualifications

Strong communication skills, strong organization skills, knowledge of Word and Excel

Stipend- \$4500