

Title:	Student Ministry Assistant
Reports to:	Pastor of Middle School Ministry & Student Ministry
Status:	Part-time (average of 20 hours per week over course of year), Non-Exempt
Schedule:	Onsite Tuesdays and Wednesdays; remaining hours are flexible and have the option of being done remotely
Value to the Team:	Your signature strength is administration. As an integral member of our team, you are the detail and coordination engine behind Student Ministry.

Responsibilities

➤ Student Ministry Administration & Coordination

PROGRAMMING & EVENTS

- Manage registration, group placement, scholarships, and refunds.
- Manage facility and equipment reservations.
- Coordinate refreshments, transportation details (e.g., bus reservations), special orders (e.g., event t-shirts), and resource production/assembly.
- Support communication, as needed (e.g., promotion requests, ministry emails).

EQUIPPING VOLUNTEERS

- Manage the data that supports asynchronous volunteer training (e.g., utilize provided content to build courses in the database, ensure appropriate volunteers have access to courses).
- Own and coordinate logistical details for events that support leader training and equipping. *(Currently, the primary event is the Youth Leader Conference, which typically occurs in Jan/Feb.)*
 - Align with team on event goals and parameters.
 - Coordinate details in preparation and day-of (registration, communication, meals, check-in, etc.).
- Ensure volunteer screening.

DATA & FINANCES

- Maintain Students-related information in the database; be the Student Ministry database expert.
 - Ensure accurate and complete data (e.g., participant groups, promotions, volunteer team groups, events, attendance).
 - Ensure accurate data reporting.
- Prepare check requests, purchase ministry resources, and monitor the budget.

➤ Teamwork

- Serve as an active member of the Student Ministry staff team.
- Develop and implement processes to ensure healthy and efficient team function.
- Maintain a multicultural lens throughout responsibilities.
- Other duties and projects as assigned.

Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Demonstrated ability, enjoyment, and success in administration

Excellent computer skills with proficiency in the Microsoft suite and databases

Teachable attitude, exhibiting a spirit of joy and helpfulness

Excellent interpersonal skills, and exercises mature and independent judgment, confidentiality, and tact

Values ministry to students and multicultural ministry

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.