

<b>Title:</b>	<b>Blackhawk Downtown Welcome &amp; Operations Coordinator</b>
Reports to:	Lead Pastor of Blackhawk Downtown
Status:	Part-time (20 hours/week), Non-exempt ( <i>*Note: this role can be combined with the Downtown BKids role for a full-time 35 hour/week role.*</i> )
Work Schedule:	Onsite on Sundays, Tuesdays, and Wednesdays; remaining hours flexible
Value to the Team:	You have a unique ability to ensure the people, resources, and systems are <i>*just so*</i> to foster an environment of warmth and hospitality. As an integral member of our team, you coordinate Blackhawk Downtown's welcome and logistics.

## Responsibilities

### ➤ Welcome

- Champion and support healthy Welcome volunteer teams for the Downtown site.
  - Recruit, train, schedule, and coach Welcome Team volunteers. Develop leaders.
  - Maintain connections with volunteers. Provide or connect to pastoral care as needed.
- Provide a staff presence at the Blackhawk Downtown on Sundays; encourage a sense of warmth and hospitality, minimizing barriers to connection.
- Maintain a core knowledge of emergency preparedness procedures; train volunteers as needed.
- Perform Sunday prep and follow-up.
- Collaborate with the central Welcome Director on best practices and churchwide initiatives.

### ➤ Operations

- Provide administrative and operational support to Downtown Welcome teams.
- Support communication (site-specific announcements, promo requests, site emails, site social media).
- Oversee coordination of Downtown Welcome-related events.
- Maintain site-related information in the database.
- Maintain a good relationship and open line of communication with Upper|House.
- Prepare check requests, purchase ministry resources, and assist with budget preparation.

### ➤ Teamwork

- Be an active member of the Blackhawk Downtown staff team.
  - Collaborate with the Downtown Team on ministry vision, goals, planning, and evaluation.
  - Manage the Downtown staff team's weekly agenda, in collaboration with the Lead Pastor.
  - Provide administrative and operational support to the Downtown Team.
  - Assist with special projects or events.
- Provide administrative support to the Lead Pastor as needed/requested (e.g., scheduling).
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

## Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church  
Demonstrated ability in developing others; energized by equipping and including others in ministry  
Proven organizational and administrative skills, including excellent follow-through and attention to detail  
Excellent interpersonal skills – ability to deal with a variety of people in different situations  
Exhibits a calm demeanor in uncertainty; able to find solutions to problems that arise  
Values multicultural ministry

Teachable attitude, exhibiting a spirit of joy and helpfulness  
Exercises mature and independent judgment with confidentiality and tact  
Computer skills with proficiency in the Microsoft suite and comfort in databases

### **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](https://blackhawk.church/jobs).**