

<b>Title:</b>	<b>High School &amp; Student Ministries Coordinator</b>
Reports to:	Director of High School Ministry
Dotted Line to:	Pastor of Middle School Ministry & Student Ministry
Status:	Full-time (40 hours/week), Non-Exempt
Schedule:	Weekday business hours; occasional evenings or weekends for special event needs.
Value to the Team:	You thrive on administration and systems, and managing details comes naturally to you. As an integral member of our team, you find joy in the organization, planning, and coordination of the High School Ministry and Student Ministry Teams.

## Responsibilities

### ➤ High School Ministry

- Participate as an active member of the High School Ministry (HSM) Team.
  - Collaborate with the HSM Team on ministry direction, strategy, and goals.
  - Participate in the ideation and implementation of HSM efforts.
  - As needed/strategic, attend ministry gatherings.
  - Other duties and projects based on ministry need and individual passion, skillset, and capacity.
- Provide operational and administrative ministry support.
  - Manage communication (e.g., promotion requests, ministry emails, website content).
  - Coordinate registration, group placement, scholarships, and refunds.
  - Manage facility and equipment reservations.
  - Maintain database information.
  - Manage the volunteer on-ramp process.
  - Coordinate refreshments, transportation details, special orders, and resource preparation.
  - Prepare check requests, purchase ministry resources, and monitor the budget.
- Create and support team systems and processes.

### ➤ Student Ministry

- Participate as an active member of the Student Ministry Team.
- Provide operational and administrative ministry support in areas of overlap between High School and Middle School Ministries (e.g., managing communication, coordinating registration and all related aspects, managing facility and equipment reservations, maintaining database information, managing volunteer on-ramp, and coordinating logistical details and resources for special events).
- Manage the data that supports asynchronous Student Ministry volunteer training.
- Own and coordinate logistical details for events that support leader training and equipping (currently the Youth Leader Conference). Align with team on event parameters, then coordinate all details.

## Qualifications and Skills

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

Demonstrated ability and success in administration, coordination, and detail management

Tenacious; driven to bring closure and completion with excellence

Values ministry to students

Excellent computer skills with proficiency in the Microsoft suite and databases

Teachable and flexible attitude, exhibiting a spirit of joy and helpfulness

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

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