

<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
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.
  - 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

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).**