

Title: Community Group Coordinator
Reports to: Pastor of Spiritual Formation
Status: Part-time (25 hours per week), Non-exempt
Value to the team: You know we grow and connect better in circles than in rows. As an integral member of our team, you lead and coordinate our Community Groups.

Responsibilities

➤ Leadership

- Lead strategy and implementation of Community Groups.
- Oversee and coordinate processes to recruit, train, develop, and appreciate leaders and coaches.
- Lead the Community Group staff coach team, as well as coach assigned Community Groups.
- Serve in an onsite presence on Sundays as needed/strategic.
- Keep a multicultural lens for group offerings, materials, and leaders.

➤ Coordination

- Manage online Group Finder.
 - Collaborate with website staff to ensure appropriate Group Finder functionality.
 - Coordinate with leaders to ensure accurate information for group listings.
 - Maintain training resources to equip leaders for managing group inquiries and placements.
- Maintain core knowledge of Blackhawk's database system.
- Manage ministry communication.
- Oversee the weekly discussion guide. Coordinate translation and distribution.
- Prepare check requests, purchase ministry resources, and assist with budget preparation.

➤ Teamwork

- Serve as an active member of the Spiritual Formation staff team.
- Other tasks and projects as assigned.

Qualifications & Skills

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

Vision for healthy groups in a church setting

Demonstrated success in administration, coordination, and detail management

Gifted in recruiting, coaching, and developing leaders and teams

Teachable attitude, exhibiting a spirit of joy and helpfulness

Values multicultural ministry

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

Computer skills with proficiency in the Microsoft suite and 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.