

**Title:** Madison Missions Administrative Assistant  
**Reports to:** Middle School Ministry staff  
**Status:** Full-Time (30 hours per week), Seasonal, Non-exempt  
**Duration:** May 9-August 10, 2023  
**Value to the Team:** You provide administrative support to Madison Missions.

## Responsibilities

### ➤ Administrative & Logistical Support

- Support Madison Missions, leveraging the involvement of volunteers where possible and practical:
  - Arrange transportation (rentals, parent vehicles, etc.).
  - Purchase food items and supplies as needed.
  - Coordinate dinner with parent volunteers.
  - Print and assemble team leader binders.
  - Attend leader and parent meetings.
  - Serve in an on-call role during the weeks of Madison Missions.
- Communicate regularly with volunteers and parents.
- Recruit volunteers as needed.

## Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church  
Demonstrated ability in organization, managing projects, and meeting deadlines  
Exhibit a spirit of joy and helpfulness  
Excellent verbal and written communication skills  
Strong computer skills and proficiency in Office 365  
Exercise mature and independent judgment, confidentiality and tact

## 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).