

<b>Title:</b>	<b>Impact Ministry Assistant</b>
Reports to:	Director of Impact Ministry
Status:	Adjunct (12 hours/week), Non-exempt
Schedule:	Preference for most work hours to occur on Tuesdays, Wednesdays, and/or Thursdays. Some hours can occur remotely.
Value to the Team:	Your passion and skillset is in administration and organization. As an integral member of our team, you manage the details of Impact Ministry.

## Responsibilities

### ➤ Administration

- Provide administrative support for Impact Ministry initiatives and volunteer teams, including:
  - GO Teams and Impact Teams (e.g., background and reference checks; collect forms, IDs, and passports; manage insurance and STEP registration; assemble packets; moderate blog).
  - Impact projects/events (e.g., order supplies; assemble materials; data entry and maintenance).
  - Impact Team support (e.g., manage database and files; support volunteer appreciation, etc.)

### ➤ Teamwork

- Attend Impact Team meetings as requested.
- Maintain a multicultural lens throughout role responsibilities.
- Other duties and projects as assigned.

## Qualifications and Skills

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

Demonstrated ability in organization, detail management, and coordination

Excellent computer skills with proficiency in the Microsoft suite and databases

Teachable attitude, exhibiting a spirit of joy and helpfulness

Values multicultural ministry

Excellent interpersonal skills, and exercises 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).