

Title:	Middle School Ministry Coordinator
Reports to:	Middle School Ministry Pastor
Status:	Full-time (40 hours per week), Non-Exempt
Schedule:	Weekday office hours and Wednesday evenings Occasional Sundays and (for special events) weekends
Value to the Team:	You care deeply about students and have a passion for seeing them take their next step with Jesus while in community with others. As an integral member of our team, you partner in the leadership and implementation of our Middle School Ministry.

➤ **Middle School Ministry**

- Participate as an active member of the MSM Team.
 - Collaborate with the MSM Team on ministry direction, strategy, and goals.
 - Participate in the ideation and implementation of MSM efforts.
 - Recruit, train, and develop leaders and teams.
- Be a weekly presence at a specific Community Group location (e.g., Fitchburg). Manage the space, volunteers, parent connection, and student experience.
- Lead MSM's partnership with Impact Ministry (currently Alaska GO Team): build and equip the team, as well as be the on-the-ground staff leader of the trip.
- Coordinate details and manage logistics for MSM-specific efforts. (For shared efforts between MSM and High School Ministry, collaborate with the High School & Student Ministry Coordinator.)
 - Manage communication (e.g., family communication, promotion requests, website content, etc.).
 - Coordinate special events (e.g., registration, payment, reservations, communication, etc.).
 - Prepare check requests, purchase ministry resources, and monitor the budget.
- Support or lead other areas of ministry as needed and strategic (e.g., student leadership, large group gathering, budget management, etc.).

➤ **Student Ministry**

- Partner with the Associate Director of High School Ministry in curriculum development.
- Participate as an active member of the Student Ministry Team (e.g., ministry goals/direction, teaching/content, volunteer recruiting, planning of and presence at central Student Ministry events/initiatives, family connection, care/crises, leader development, etc.).
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

Qualifications & Skills

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

Passion for students, with a strong desire to see students take steps in their spiritual journey

Demonstrated ability and success in strategy development and project management

Energized by envisioning, equipping, and including others (staff, volunteers, leaders, and teams) in ministry

Exercises mature and independent judgment, confidentiality, and tact

Values multicultural ministry

Strong computer skills and proficiency in Microsoft Office suite

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.