

Title:	Impact Ministry Coordinator
Reports to:	Director of Impact Ministry
Status:	Part-time (20 hours/week), Non-Exempt
Schedule:	Weekday business hours; occasional evenings or weekends for special events
Value to the Team:	Your signature strength is coordinating projects and events from idea to implementation. As an integral member of our team, you create catalytic events and targeted projects that benefit the Dane County community.

Responsibilities

➤ Coordination

PROJECTS, EVENTS, & TEAMS

(e.g., Love Madison, GO Teams, Advent Conspiracy, donation drives)

- In collaboration with the Director of Impact Ministry, set initiative goals and parameters.
- Manage the coordination and implementation of the initiative (e.g., research, organization, logistics, forms/documentation, database management, reservations, registration, promotion, internal and external communication, resource preparation, etc.).
- Recruit, train, and coach volunteers and teams to help support the initiative.
- Collaborate with Impact teammates and other ministries/sites on shared initiatives or areas of strategic overlap.

GENERAL

- Maintain Impact Ministry database information (e.g., volunteer lists).
- Other duties and projects as assigned.

➤ Teamwork

- Serve as an active member of the Impact Ministry staff team.
- Maintain a multicultural lens throughout role responsibilities.

Qualifications and Skills

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

Demonstrated ability and success in administration, coordination, and detail management

Tenacious; driven to bring closure and completion with excellence

Exhibits a calm demeanor in uncertain circumstances; able to find solutions to problems that arise

Excellent computer skills with proficiency in the Microsoft suite and databases

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

Values multicultural ministry

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.