

Title: **Communications Coordinator**
Reports To: Associate Director of Communications
Status: Part-time (20 hours/week), Non-exempt
Schedule: Onsite on Tuesdays and Thursdays, remaining hours flexible
Value to the team: You're an organizer extraordinaire, with an eye for design and the written word. As an integral member of our team, you manage the details of communication.

Responsibilities

➤ **Communications**

COORDINATION

- Coordinate and implement Sunday promotion (e.g., slides, potential future digital bulletin).
- Write and send churchwide emails (currently Blackhawk Weekly).
- Manage and complete web content updates (weekly, seasonal, and ministry requested).
- Coordinate the workflow and completion of translating materials into multiple languages.
- Coordinate photography and manage volunteer relationships.
- Maintain central print material.

DESIGN

- Create Sunday visuals (e.g., promo slides, visual/design elements on message slides).
- Other graphic design as needed, based on capacity and skillset.

➤ **Teamwork**

- Serve as an active member of the Communications Team.
- Provide backup for basic website edits.
- Keep 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

Demonstrated ability in organization, managing projects, and meeting deadlines

Proficiency creating graphics for print and digital mediums

Working knowledge of (or willingness to learn) Adobe Creative Suite 6, Pro Presenter, Microsoft 365, and project management software (e.g., Asana)

High attention to detail

Excellent verbal and written communication skills in English

Exercises mature and independent judgment, confidentiality, and tact

Values multicultural ministry, and committed to incorporating multicultural perspectives in job duties

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.