

Title: Madison Missions Administrative Assistant
Reports to: Middle School Ministry staff
Status: Full-Time (30-40 hours per week), Seasonal, Non-exempt
Duration: May 14-August 8, 2024
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.
 - Attend leader and parent meetings.
 - Complete administrative tasks related to volunteer intake/onboarding (background checks, driving checks, etc.)
 - Oversee the check-in process for students/parents during weeks of Madison Missions.
 - 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
Excellent verbal and written communication skills
Strong computer skills and proficiency in Microsoft 365
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.