

Title: **Madison Missions Sites Coordinator**
Reports to: Middle School Ministry staff
Status: Seasonal, Non-exempt
Hours & Duration: 12 hours/week from April 16-May 20; 25 hours/week from May 21-August 8
Value to the Team: You provide site coordination and administrative support to Madison Missions.

Responsibilities

Note: Responsibilities may shift depending on Blackhawk's ability to hire for other Madison Missions roles.

➤ **Site Coordination**

- Coordinate with local partners to setup projects for all weeks of Madison Missions.
 - Research new non-profits for potential Madison Missions partnerships.
 - Collaborate with Care Ministry for potential service projects.
 - Evaluate with teams how their projects went through Madison Missions weeks.
- Be on call during all weeks of Madison Missions to handle last minute site changes.

➤ **Teamwork**

- Provide administrative support to Madison Missions as capacity and opportunity allow.
- Participate in weekly Madison Missions team meetings.
- Leverage the involvement of volunteers where possible and practical.

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.