

**Title:** Blackhawk Downtown Welcome & Operations Coordinator  
**Reports to:** Lead Pastor of Blackhawk Downtown  
**Status:** Part-time (20 hours/week), Non-exempt  
**Work Schedule:** Onsite on Sundays, Tuesdays, and Wednesdays; remaining hours flexible  
**Value to the Team:** You have a unique ability to ensure the people, resources, and systems are *\*just so\** to foster an environment of warmth and hospitality. As an integral member of our team, you coordinate Blackhawk Downtown's welcome and logistics.

## Responsibilities

### ➤ Welcome Oversight & Direction

- Oversee Downtown Welcome volunteer teams, including recruitment, on-ramp, training, scheduling, ensuring Sunday coverage, appreciation, and leader development.
- Provide a staff presence at Blackhawk Downtown on Sundays as the Welcome Coordinator; encourage a sense of warmth and hospitality, minimizing barriers to connection.
- Perform Sunday prep and follow-up.
- Maintain core knowledge of emergency preparedness procedures; train volunteers as needed.
- Collaborate with the central Welcome Director on best practices and churchwide initiatives.

### ➤ Administrative & Operational Support

- Manage the Downtown staff team's weekly agenda; be the operational backbone of the team.
- Oversee coordination of Downtown site-related events.
- Maintain site-related information in the database.
- Manage communication (site-specific announcements, promo requests, site emails, site social media).
- Prepare check requests, purchase ministry resources, and assist with budget preparation.
- Maintain a good relationship and open line of communication with UpperHouse.

### ➤ Teamwork

- Participate in Downtown site strategizing, goal setting, and development; assist in implementation.
- Participate in Welcome Coordinator meetings for collaboration across sites.
- Maintain a multicultural lens throughout role responsibilities.
- Other duties as assigned.

## Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church  
Demonstrated ability in developing others; energized by equipping and including others in ministry  
Proven organizational and administrative skills, including follow-through and attention to detail  
Exhibits a calm demeanor in uncertainty; able to find solutions to problems that arise  
Values multicultural ministry  
Exercises mature and independent judgment with confidentiality and tact  
Computer skills with proficiency in the Microsoft suite and comfort in databases

## 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](https://blackhawk.church/jobs).**