

Title:	Multicultural Ministry Assistant
Reports to:	Office Coordinator
Dotted Line to:	Lead Teaching Pastor & Multicultural Ministry Pastor
Status:	Part-time (20 hours/week), Non-exempt
Schedule:	Onsite during core business hours Tuesdays-Thursdays; remaining hours flexible
Value to the Team:	You thrive on details and supporting others, and value Blackhawk's continued steps toward God's multicultural vision. As an integral part of our team, you assist the Lead Teaching Pastor & Multicultural Ministry Pastor, as well as Multicultural teams.

Responsibilities

➤ Executive Assistance

for the Lead Teaching Pastor & Multicultural Ministry Pastor

- Manage calendar, meetings, and travel.
 - Coordinate with Sunday Experience Coordinator regarding Teaching Team scheduling.
- Respond to correspondence, as requested.
- Support meetings and groups the Lead Teaching Pastor & Multicultural Ministry Pastor hosts.
- Prepare check requests, credit card reconciliations, resource purchases, and related budget items.
- Assist in special projects as needed.

➤ Team Coordination

for the Multicultural Vision Team and the Multicultural Steering Team

- Be a first point of contact with staff seeking information or guidance from these teams. Triage inquiries and prioritize them in collaboration with the Lead Teaching Pastor & Multicultural Ministry Pastor.
- Coordinate team meetings and related logistics (e.g., scheduling, supporting agenda creation).
- Participate in team meetings through summarizing discussions and ensuring next steps are assigned with clarity and delivery milestones.
- Maintain systems for healthy and efficient team function.

➤ Teamwork

- Other duties as assigned.

Qualifications and Skills

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

Demonstrated success in administrative support, organization, and managing priorities

Possesses spiritual gifts such as helps/serving, administration, discernment, and wisdom

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

Excellent interpersonal skills with an ability to deal with a variety of people in different situations

Experience crossing cultures

Exercises mature and independent judgment, confidentiality, discretion, and tact

Proficient in English (with competence in additional language(s) being desirable for the role)

Strong computer skills and proficiency in Microsoft Office 365

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.