

Title: **Blackhawk Chinese Ministry Assistant**
Reports to: Pastor of Blackhawk Chinese Ministry
Status: Part-time (15 hours/week), Non-exempt
Work Schedule: Onsite at Blackhawk Brader Way every Tuesday during office hours, some Sundays, and occasional evenings/weekends for special events. Remaining hours are flexible.
Value to the Team: You are gifted in administration. As an integral member of our team, you provide administrative and translation support to Blackhawk Chinese Ministry (BCM), and you foster positive relationships between BCM and Blackhawk at large.

Responsibilities

➤ Chinese Ministry

ADMINISTRATION

- Manage logistics in the following areas. Wherever possible, equip and empower volunteers to be involved with or lead these efforts (while you provide support).
 - Sunday worship venue, including all Planning Center Online coordination;
 - Ministry-specific special events, meetings, and courses;
 - Central processes (e.g., Say Hello, Next Steps);
 - Churchwide initiatives (e.g., Love Madison, Week of Prayer);
- Maintain core knowledge of Blackhawk's database system: manage ministry-specific information in the database (e.g., attenders, volunteer teams), and support the ministry's use of the system.
- Maintain the ministry calendar, and manage facility and equipment reservations.
- Manage ministry email communication, website content, print materials, and chat groups.
- Provide support, training, supply ordering, and resource preparation to volunteers.
- Prepare check requests and assist with budget preparation.

TRANSLATION

- Collaborate with the BCM Translation Team to ensure translation of Sunday slides and newsletters.
- Provide translations of English-Chinese and Chinese-English, and potentially other translations as needed. (Use of translation support tools such as AI is permitted.)

➤ Teamwork

- Act as the liaison between ministry volunteers and Blackhawk staff/ministry teams, aligning processes between BCM and Blackhawk at large.
- Other duties as assigned.

Qualifications and Skills

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

Demonstrated ability and success in administration, coordination, and detail management

Tenacious; driven to bring closure and completion with excellence

Verbal and written communication skills (in both English and Mandarin) and basic translation skills

Exhibits a spirit of joy, warmth, and helpfulness

Excellent computer skills with proficiency in the Microsoft suite and databases

Exercises mature and independent judgment, confidentiality and tact

Values multicultural ministry

Must be bilingual in English and Mandarin

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.