

<b>Title:</b>	<b>Impact Ministry Coordinator</b>
Reports to:	Director of Impact Ministry
Status:	Part-time (28 hours/week), Non-Exempt
Schedule:	Onsite at Blackhawk Brader Way Tuesday-Thursday; remaining hours flexible Occasional evenings or weekends
Preferred Start Date:	late August 2026
Value to the Team:	You are passionate about developing others to reach the world. As an integral member of our team, you empower and equip ministry leaders and teams to lead and coordinate meaningful national and global outreach experiences.

## Responsibilities

### ➤ Impact Ministry

#### GLOBAL OUTREACH (GO) TEAMS

- Maintain and steward the Global Impact Philosophy & Framework, ensuring its ongoing relevance.
- Oversee the on-ramp, preparation, and mobilization of GO Teams by coaching and equipping ministry teams to effectively lead and coordinate trips/teams.
  - Guide the application and review process, including oversight of required forms and documents.
  - Collaborate with Accounting and ministry teams regarding fundraising process and timelines.
  - Provide ongoing coaching and limited logistical support to team leaders and ministry teams (e.g., financial update coordination, participation in trainings as needed).
  - Coordinate with the Impact Ministry Assistant to ensure timely completion of administrative tasks (e.g., background checks, reference checks, form completions, passport/ID collection).
  - Be on call when GO Teams are traveling and on the ground. As needed, collaborate to facilitate emergency support.
  - Ensure the completion of post-trip wrap-up (e.g., Incident Reports, debrief meeting, budget details, reimbursement submissions).
- Monitor relevant news, travel advisories, and risk updates for locations where GO Teams serve.

#### GLOBAL & NATIONAL SERVANT (GNS) PROGRAM

- In collaboration with the Director of Impact Ministry, facilitate and lead the GNS Program.
- Coordinate program communication and processes (e.g., application, annual review, support requests, prayer requests, GNS budget).
- Lead the GNS Encouragement Team.
- Maintain GNS records (e.g., correspondence, annual updates, photos, funding history).

#### GENERAL

- Serve as an active member of the Impact Ministry staff team.
  - Coach and support volunteer team leaders (currently Blood Drive and Mother & Child Resource).
  - Manage financial aspects of Impact Ministry (e.g., budget prep, quarterly check requests).
  - Collaborate on Impact-specific courses, groups, and trainings.
- Other duties as assigned.

## Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church  
Energized by envisioning, equipping, and coaching others (staff, volunteers, leaders, and teams) in ministry  
Demonstrates a heart for global outreach and equipping others for cross-cultural ministry

Demonstrated ability and success in coordination and detail management  
Exhibits a calm demeanor in uncertain circumstances; able to find solutions to problems that arise  
Excellent computer skills with proficiency in the Microsoft suite and databases  
Excellent interpersonal skills, and 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](https://blackhawk.church/jobs).**