

Title:	Associate Director of Communications
Reports to:	Pastor of Sunday Experience
Status:	Full-time (32-40 hours/week), Exempt
Schedule:	Onsite on Tuesday-Thursday; remaining workdays flexible
Value to the team:	You have a signature strength in turning vision and strategy into clear plans and effective execution. As an integral member of our team, you lead the people and processes that bring central Communications from planning to delivery.

Responsibilities

➤ **Communications Leadership & Management**

- Collaborate with the Pastor of Sunday Experience in the high-level leadership of central Communications, including:
 - Vision and strategy
 - Budget and priorities
 - Central brand guidelines and voice
- Lead day-to-day work of central Communications, serving as the primary project manager and driver of weekly and seasonal churchwide communications from planning through completion.
 - Lead the Communications staff team. Supervise assigned staff and interns.
 - Manage the Communications Calendar, establishing priorities, timelines, and deliverables.
 - Drive projects forward by coordinating stakeholders, gathering information, managing deadlines, resolving obstacles, and ensuring appropriate follow-through.
 - Ensure communications are accurate, timely, and consistent with Blackhawk's brand and voice.
 - Provide writing, editing, email production, and other communications support as needed.
- Establish and maintain effective communication systems, workflows, and tools.
- Establish and develop volunteer opportunities and volunteer teams.
- Build effective partnerships with ministries and sites, providing consultation, direction, and resources to equip staff to communicate effectively.
- Manage relationships with Communications vendors, contractors, and external partners.
- Monitor the effectiveness of communications and identify opportunities to improve reach and engagement.
- Stay current on communications best practices, tools, resources, and trends.
- Other duties as assigned.

Qualifications & Skills

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

Background in communications, marketing, public relations, or related field

Demonstrated ability to translate strategy into clear plans, effective systems, and coordinated action

Strong writing and editing skills, with the ability to tailor content for varied audiences and channels

Energized by envisioning, equipping, and including others (staff, volunteers, leaders, and teams) in ministry

Ability to build trusted partnerships, navigate varied priorities, and exercise sound judgment

Proficiency in Microsoft 365, Asana, and similar tools

Exercises mature and independent judgment, confidentiality, and tact

Values multicultural and multigenerational 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.