BLACKHAWK CHURCH

Title:	**Website Coordinator**
Reports to:	Associate Director of Communications
Status:	Part-time (20 hours per week), Non-exempt
Schedule:	Onsite on Tuesday and 1-2 additional weekdays; remaining hours flexible
Value to the team:	You understand how a well-crafted website serves as a front door to engagement. As an integral member of our team, you manage Blackhawk's web presence, ensuring content is clear, organized, and aligned with our vision and purpose.

Responsibilities

- **Communications**

  WEBSITE
  - Collaborate with the Communications Team to articulate and maintain Blackhawk's website strategy.
  - Oversee https://blackhawk.church.
    - Implement content, layout, and page changes.
    - Implement church management system tools on the website (e.g., widgets), collaborating with Data staff as needed.
    - Assess and resolve basic technical issues in website functionality, engaging IT staff as needed.
  - Manage Blackhawk's listings in search engines.
  - Cultivate relationships with Blackhawk ministries, collaborating on website best practices and how ministry goals can be achieved within Blackhawk's web strategy.
  - Be the main point of contact if/when contracted web developers are engaged.

  GENERAL
  - Coordinate and implement Sunday promotion (slides, Hub, etc.).
  - Monitor and provide analytics (website, Hub, social media), proactively optimizing performance.
  - Stay current on communications best practices, resources, and trends.
  - Serve as an active member of the Communications Team.
  - Other duties as assigned.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Training and experience in communication or web technologies
Working knowledge of (or willingness to learn) Adobe Creative Suite, Pro Presenter, Microsoft 365, web content management systems (e.g., WordPress), and project management software (e.g., Asana)
Demonstrated ability in organization, managing projects, and meeting deadlines
Exercises mature and independent judgment, confidentiality, and tact
Values multicultural ministry, and committed to incorporating multicultural perspectives in job duties
Proficiency in (or comfort learning) Microsoft 365 and project management software (e.g., Asana)

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.