BLACKHAWK CHURCH

Title:	**Madison Missions Sites Coordinator**
Reports to:	Associate Director of Middle School Ministry
Status:	Seasonal, Non-exempt
Hours & Duration:	12 hours/week from April 13-May 16; 30 hours/week from May 17-August 5
Value to the Team:	You provide site coordination and administrative support to Madison Missions.

Responsibilities

- **Site Coordination**
  - Coordinate with local partners to identify, confirm, and prepare service projects for all weeks of Madison Missions.
    - Research and develop relationships with new non-profit organizations for potential partnerships.
    - Collaborate with Care Ministry for potential service projects.
    - Confirm project details, expectations, schedules, locations, supplies, and other logistical needs with partner organizations and Madison Missions teams.
    - Communicate project information and any relevant updates to staff and team leaders.
    - Follow-up with partner organizations and teams to evaluate projects and identify opportunities for improvement or future partnership.
  - Maintain organized records of project sites, partner contacts, project details, and other information needed for effective coordination.
  - Be on call for all weeks of Madison Missions (June 13-17, June 27-July 1, July 11-15, July 25-29).

- **Teamwork**
  - Provide administrative support to Madison Missions as capacity and opportunity allow.
  - Participate in weekly Madison Missions team meetings and contribute to planning and problem-solving.
  - Leverage the involvement of volunteers where possible and practical.

Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Demonstrated ability in organization, managing projects, and meeting deadlines
Excellent verbal and written communication skills
Strong computer skills and proficiency in Microsoft 365
Exercises mature and independent judgment, confidentiality and tact

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.