

Title: Chinese Ministry Coordinator
Reports to: Pastor of Blackhawk Chinese Ministry (BCM)
Status: Adjunct (5 hours/week), Non-exempt
Work Schedule: Flexible. Must meet with the BCM Pastor and other staff onsite on a weekly basis, allocating 3 hours/week to be onsite during office hours. The rest of schedule can be done either onsite or offsite.
Value to the Team: You thrive on administration and organization. As an integral part of our team, you provide essential behind-the-scenes support, development and translation for Blackhawk's Chinese Ministry.

Responsibilities

➤ Administration

- Maintain BCM-related information in the database and be the BCM database expert.
- Submit all BCM-related room reservations, and regularly connect with the Facility Team to ensure correct room setup and optimal room utilization.
- Print the Sunday bulletin and other ministry documents.
- Prepare check requests, complete credit card reconciliations, purchase ministry resources and assist with budget preparation and keep track of ministry expenses.
- Provide support to the BCM Pastor (e.g., assist with scheduling, phone calls and emails as requested).

➤ Coordination and General Support

- Plan logistics and coordinate ministry meetings, classes, meals and events.
- Manage ministry promotion in coordination with Communications (e.g., ministry brochure, website content, promotion requests).
- Manage general ministry communication (e.g., with volunteers and ministry participants).

Qualifications and Skills

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

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

Self-initiator, self-directed, responsible, flexible, problem-solver, team player, adaptable

Exhibit a spirit of joy, warmth, and helpfulness

Computer skills and proficiency in Microsoft Office suite (especially Word, Excel, PowerPoint)

Exercise mature and independent judgment, confidentiality and tact

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.