

Title: Chinese Ministry Liaison
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 provide coordination and support to the Blackhawk Chinese Ministry, and explore opportunities to deepen existing ministries or create new ministries for BCM.

Responsibilities:

➤ **Coordination and General Support**

- Establish and maintain content on the BCM blog.
- Coordinate and support ministry special events (e.g., non-recurring, non-weekly events such as Love Madison, Study Day, baptisms, special baptisms, weddings, funerals).
- Explore resources, including articles, books, video and audio material, conferences and seminars.
- Provide translation as needed.
- Plan logistics and coordinate ministry meetings, classes, meals and events.
- Manage general ministry communication (e.g., with volunteers and ministry participants).

➤ **Ministry Liaison**

- Create a working relationship and act as the liaison between ministry volunteers, Blackhawk staff, and other churches and parachurch organizations (e.g., Impact Ministry, Marriage Ministry, Parenting Ministry, Blackhawk Kids, Worship Arts Ministry, High School Ministry, Middle School Ministry, workplace ministries).
- Appoint volunteer ministry liaisons where possible and practical.

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 skills
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