

Title:	Interim Communications Project Manager
Reports to:	Director of Staff Development
Status:	Temporary (20 hours per week), Non-exempt
Schedule:	Tuesdays and Thursdays during normal office hours; remaining hours flexible
Duration:	Approximately 3-6 months (starting July 2019)
Value to the team:	Project management and editing comes naturally to you. As an integral part of our team, you hold the various pieces of weekly Blackhawk communication together, ensuring cohesive communication from the various mediums such as the Sunday platform, weekly email, weekly bulletin and more. You also provide editing and writing for various churchwide communication tools.

Responsibilities

➤ Project Management

- Serve as the central clearinghouse for Communication Service Requests.
- Maintain a complete and accurate Communications Calendar.
- Act as Communications liaison in various meetings (Sunday Planning, Video Team, Production Team).
- Procure additional content for Sunday moments as needed (slide content, imagery, etc.)
- Schedule What's Happening hosts/shoots (beginning fall 2019).
- Act as Communications liaison for social media content creator.
- Maintain Blackhawk Community Board and social media inboxes.

➤ Editing & Writing

- Write/edit weekly language for venue pastor and What's Happening announcements.
 - Send language to Sunday team, sites and ministries as needed.
- Edit weekly bulletin and Blackhawk Weekly email.
- Edit and send Note from Chris emails as needed.
- Edit site emails as needed.
- Work with ministries to edit language for ministry initiatives as needed.

Qualifications & Skills

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

Exhibit a spirit of joy and helpfulness

Computer skills and proficiency in the Microsoft suite

Self-initiator, responsible, flexible, problem-solver, team player

Exercise mature and independent judgment with confidentiality and tact

Outstanding written and verbal communication skills

Strong editing skills

Demonstrated ability in organization, managing projects and meeting deadlines

Proficiency in the Microsoft Office suite

Familiarity with MailChimp, Formstack and GoogleDocs

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.