

Title: Facility & Welcome Coordinator
Reports to: Director of Welcome Ministry
Status: Full-time (30 hours per week), Non-exempt
Schedule: Weekday office hours
Position Objective: You have a knack for managing details and systems with warmth and customer service. As an integral member of our team, you oversee Blackhawk's facility schedules and bring coordination to our Welcome Ministry.

Responsibilities

➤ Churchwide Facility Scheduling

- Own the facility schedule to ensure smooth and strategic facility use.
 - Be the main point of contact for all facility scheduling needs.
 - Coordinate and schedule requests for facility use.
 - Regularly review the facility schedule.
 - Ensure reservation needs and expectations are clearly defined.
 - Anticipate, identify, and manage scheduling conflicts for effective scheduling.
 - Ensure timely receipt of facility use fees from outside groups.
- Partner with the Facility Team to ensure smooth implementation of the facility schedule.
- Ensure building's door and electronic signage is current and meets the needs of the facility schedule.
- Maintain core knowledge of Blackhawk's scheduling system, ensuring its accuracy, effectiveness, and proper use by staff.
- Facilitate the coordination of the annual ministry calendar.

➤ Brader Way Welcome Ministry

- Provide administrative coordination to the Welcome Ministry.
 - Prepare Sunday materials (e.g., Info Desk resources, signage).
 - Perform Sunday follow-up (e.g., Connection Cards, Info Desk mail, attendance).
 - Be the first point of contact for potential Welcome Ministry volunteers.
 - Ensure team leaders are resourced for new volunteers (e.g., orientation packet, nametag).
 - Maintain Welcome-related information in the church management system.
 - Maintain orderliness of Welcome areas.
- Ensure a welcoming experience during the week.
 - Provide backup reception (answering phones, receiving visitors).
 - Maintain an awareness of planned events and be prepared to interface with guests.
- Be familiar with emergency procedures and implement them when necessary.

➤ Teamwork

- Provide backup assistance to staff and volunteers using workroom supplies and equipment.
- Other duties as assigned.

Qualifications and Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Systems-oriented, with a propensity for strategic thinking and efficiency
Anticipates needs and potential problems, moving toward them in a positive and healthy way
Strong computer skills and proficiency in Microsoft Office 365

Prior experience and success in database systems
Strong organizational, project management, and administrative skills
Excellent verbal and written communication skills
Expresses interest, sincerity, and friendliness in person and on the telephone
Manages interruptions while maintaining warmth and grace
Exhibits a spirit of joy and helpfulness, with excellent interpersonal skills
Self-initiator, responsible, flexible, problem-solver, team player, teachable
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 www.blackhawkchurch.org/jobs.