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| Title: | Impact Ministry Teams Coordinator |
| Reports to: | Director of Impact Ministry |
| Status: | Part-time (28 hours per week), Non-exempt |
| Schedule: | Weekdays during normal office hours (ideally about 5 hours per day) Occasional evenings and weekends (especially during GO Team season) |
| Value to the team: | Your passion and skillset is in developing, mobilizing, and coordinating teams and volunteers. As an integral member of our team, you build volunteer teams to serve locally and globally, providing a platform for Blackhawk volunteers to be part of God's work. |

Responsibilities

➤ Volunteer & Team Development

- Recruit, equip, and coach Impact Ministry volunteer team leaders and members. Build teams around specific strategic initiatives and opportunities (including Global Outreach (GO) Teams).
- Provide information and coaching to Blackhawk ministries and sites on Impact-specific service opportunities. Direct individuals, ministries, and sites to non-Blackhawk opportunities as needed.
- Recognize and celebrate Impact-related team and volunteer efforts across the organization.
- Maintain Impact volunteer and team information in church database.

➤ Mobilization and Program Support

GENERAL

- Maintain current awareness of individual and team opportunities.
- Manage Impact Ministry volunteer and team mobilization.
- Regularly connect with team leaders (sometimes including the Director of Impact Ministry).
- Collaborate with appropriate teammates on promotion of volunteer opportunities.
- Collaborate with appropriate teammates and partnering organizations on shared initiatives.
- Provide team leaders with monthly financial updates.

GO TEAMS

- Ensure implementation of the Global Impact Philosophy & Framework as it relates to GO Teams.
- Monitor news and travel bulletins related to locations and ministries we are sending teams to.
- Manage all aspects of GO Team on-ramp and mobilization, including:
 - Coordinate and participate in team trainings and gatherings, including trainings on finances and safety, packing party, and Show & Tell events.
 - Provide administrative support to leaders and teams, helping them manage team budgets and providing weekly financial updates.
 - Connect with Impact Ministry Assistant to ensure completion of administrative tasks (e.g., background and reference checks, form completions, passport/ID collection).
 - Serve in an on-call capacity when GO Teams are traveling and on the ground. If needed, collaborate with appropriate teammates to facilitate emergency support.
 - Moderate blog comments.
- Complete post-trip follow-up (e.g., compile notes, complete Incident Reports, participate in debrief meeting, complete budget wrap-up and submit reimbursements).

➤ Teamwork

- Other tasks, projects, and requests as needed and appropriate.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Demonstrated ability in developing others (teams, leaders, volunteers); energized by equipping and sending others for the work of ministry
Excellent interpersonal skills – ability to deal with a variety of people in different situations
Demonstrated ability in managing projects and meeting deadlines
Exhibits a calm demeanor in crisis or uncertain circumstances; able to find solutions to problems that arise
Exercises mature and independent judgment with confidentiality and tact
Teachable attitude, exhibiting a spirit of joy and helpfulness
Strong work ethic, initiative, and follow-through
Computer skills with proficiency in the Microsoft suite and comfort in databases

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.