

## Blackhawk Ministries—Fort Wayne, IN



**Job Title:** Administrative Assistant

**Location:** Fort Wayne, IN

**Status:** NON-EXEMPT, FULL TIME, Monday-Friday

**Direct Report:** Operations Pastor

### Church Information

Blackhawk Ministries is located on the Northeast side of Fort Wayne, Indiana. Blackhawk is a vibrant faith community committed to strong biblical teaching and dedication to spreading the love of God throughout the community and around the world for over 50 years. Under the leadership of a new Lead Pastor who started in 2023, we have experienced consistent growth and renewed unity and momentum. Our Sunday worship experience encourages members to encounter God through expositional preaching and modern worship. With our strong leadership, dedicated members, and unwavering faith, Blackhawk is poised to continue making a difference in the lives of people in Fort Wayne and around the world for many years to come.

Blackhawk Ministries is also home to Blackhawk Christian School, which our founding pastor, Dr. David Jeremiah, began in 1973 with 33 students enrolled. Five decades later, we continue to grow and thrive, with 100+ faculty and staff serving over 1,000 Pre-K through 12th-grade students. With over 150,000 square feet of facility and a newly renovated worship center that seats 1600, our church and school are well poised for city and regional impact.

### Church Mission Statement

Making disciples who make disciples

### Position Summary

We're looking for a dedicated and organized individual to join our team as an Administrative Assistant. This role is essential for keeping our daily operations running smoothly and fostering a welcoming atmosphere for everyone who walks through our doors. The Administrative Assistant will perform diverse duties requiring confidentiality, initiative, sound decision-making, and day-to-day coordination with various staff members. The ideal candidate is personable, detail-oriented, and able to manage a variety of projects and tasks. You will support church staff by streamlining processes and enhancing communication, ensuring our vision and values are effectively realized. As a Church Administrative Assistant, you'll play a key role in supporting our pastoral staff, with half of your time spent directly supporting the Operations Pastor.

### Qualifications

- Demonstrated a track record of spiritual maturity and character consistent with the biblical requirements for leadership (1 Timothy 3:17, Titus 1:6-9, 1 Peter 5:1-4)
- Commitment to the mission, vision, and ministry philosophy of Blackhawk Ministries
- 3-5 years of experience in administrative support or office management preferred
- High-level proficiency in word processing and spreadsheet programs required (Microsoft Office Suite or Google Workspace). Proficiency in Planning Center or other database management platforms is a plus



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- Excellent written and verbal communication skills
- Commitment to maintaining confidentiality and handling sensitive information with care
- Friendly and approachable demeanor with a passion for serving others
- Strong organizational skills with the ability to manage multiple tasks and deadlines
- Ability to work independently and collaboratively within a team
- Strong attention to detail and problem-solving skills
- Familiarity with church operations and community engagement is a plus

### **Job Expectations & Responsibilities**

- Provide administrative support to ensure smooth daily operations of the church
- Assist with scheduling meetings, events, and appointments for pastoral staff
- Maintains accurate church data in many Planning Center applications
- Assists with special projects as needed for Operations, Small Groups, Care, Worship, and Next Gen pastors
- Collaborate with church staff to enhance internal communication and workflow
- Serve as backup for the Administrative Coordinator by covering the front desk and other responsibilities as needed when she is away

### **Expectations for staff at Blackhawk Ministries**

- Fully back the vision and strategic direction of the Lead Pastor/Elders
- Agree with the Blackhawk Ministries Statement of Faith (and other docs/statements/ministry distinctives)
- Be a tithing member
- Participate in a Small Group (either as a member or leader)
- You will report to the Operations Pastor and connect regularly through 1:1 meetings
- Your position will be 40 hours of work per week

### **Compensation**

Competitive salary based on experience and education

Interested applicants, please send these items to [jobs@blackhawkministries.org](mailto:jobs@blackhawkministries.org)

- Resume
- Cover letter



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