

LIVING WORD UNITED METHODIST CHURCH

Position Description

JOB TITLE: Technical Assistant - Part Time

OVERVIEW:

The members of Living Word United Methodist Church believe that the Technical Assistant is a positive representative of our church within the community, and as such the individual who fills this position must have the poise and professional appearance necessary to be that positive presence.

- As a Christian with a faith in God as Creator, Redeemer and Sustainer, the Technical Assistant shall have an abiding love and compassion for other human beings
- Ability to communicate with others both verbally and in writing.
- Desires to be part of the church staff providing support to the Director of Multimedia Ministries.
- Demonstrates the ability to work effectively with a variety of volunteers and personalities.
- Multi-tasks while being attentive to details.
- Is a self-starter with an ability to identify opportunities for improvements, to work independently and to set appropriate goals and priorities.
- Demonstrates a friendly, encouraging approach in working with others.

ACCOUNTABILITY:

- Direct report to Director of Multimedia Ministries
- Coordinates with other staff members and volunteers as required

DUTIES AND RESPONSIBILITIES:

The Technical Assistant is expected to perform duties relative to, but not limited to, the following areas of the church:

- Responsible for scheduling and assist training of volunteers on Sunday mornings
- Responsible for Thursday night rehearsals with the contemporary band if needed
- Responsible for loading in slides and prayers for Sunday morning worship
- Responsible for creating weekly lighting cue list for Sunday contemporary worship
- Stay in tune with the Worship Planning Team's plans and goals
- Assist with the production of videos for the general church
- Responsible for other special projects and duties as assigned by the Director of Multimedia Ministries

GENERAL:

- To be paid an hourly rate 10 to 20 hours a week.

REQUIREMENTS:

- Associate's degree in related field, previous experience, or currently enrolled in multimedia courses
- Familiar with Adobe Creative Cloud software
- Experience with shooting video and editing using Premiere
- Excellent interpersonal and team building skills
- Excellent communication skills, both written and oral, in English
- Demonstrated ability to work well with volunteers
- Excellent organizational and time management skills