BALDWIN COMMUNITY UNITED METHODIST CHURCH

JOB DESCRIPTION

TITLE: Tech and Media Coordinator

QUALIFICATIONS:

- Demonstrate strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
- Become actively engaged and involved in supporting the vision, mission and values of BCUMC
- Preference for bachelor's degree or equivalent experience in a technology or media-related field
- Strong skills in project management, multi-tasking, and critical thinking
- Attention to detail and ability to problem solve
- Familiarity with traditional and contemporary Christian worship
- The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy
- Obtain and Submit a physical examination as may be required
- Attend staff meeting as agreed upon by Senior Pastor

REPORTS TO: Senior Pastor through the Pastor of Administration

PERFORMANCE RESPONSIBILITIES:

WORSHIP MEDIA
- Implement media in worship services including videos to enhance sermon, lyric backgrounds, announcement slides, backgrounds, etc.
- Create announcement slides for worship services with information about upcoming events and activities
- Set up lighting, sound, media for worship services
- Coordinate volunteers for media team to operate computer, sound board, and live streaming
- Manage live streaming and playback of worship services on various platforms

TECH SUPPORT
- Train staff members to use computers, equipment, and software
- Maintain audio/visual and tech equipment throughout church and train staff and volunteers to use
- Troubleshoot problems with church hardware and software
- Serve as administrator for computer servers, wireless network, Elexio database, distribution lists, Dropbox, server, Q and Z drives, Microsoft email system, G-Suite (Google), security system and cameras, etc.
- Order and set up new tech or audio/visual equipment
- Support media and tech needs for church groups

BUILD AND MANAGE THE CHURCH'S BRAND
- Own and manage the church's digital presence, ensuring cohesion across multiple platforms
- Record, broadcast, and support the tech/media aspects of worship services
- Manage the website as the church's central information and outreach hub
- Other duties as assigned

TERMS OF EMPLOYMENT:
This is a part-time (12 hours/week), exempt position. Work year, workdays, salary and benefits are established in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual as approved by the Staff-Parish Relations Committee.

EVALUATION:
Performance of the job will be evaluated at least annually in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual.

TO APPLY:

Email resume and cover letter to: TechMediaJob@baldwincommunityumc.com