

Title: Media Technician for Cascades Presbytery
Position: Part-Time (7-10 hours/wk)
Type: Non-Exempt
Status: Hourly
Purpose: Works in collaboration with the Communication Manager to support the technology needs of the Presbytery of the Cascades (POTC)

Responsibilities:

Immediate needs:

- Provide for the technology needs for Presbytery meetings *in collaboration with* host church and their staff
 - **Prior to meeting:** Set up and troubleshoot sound and recorded/streaming video for in-person and online presbytery meetings (3-5 times a year), sometimes over two days.
 - **During meeting:** Coordinate operation of computers, sound system, and software including all applicable Zoom features.
 - **After meeting:** Tear down and return any equipment provided by Presbytery.
- Update and manage Presbytery Zoom and YouTube accounts.
- Manage maintenance as necessary for website.
- Evaluate applications for Technology grants and provide recommendations as a member of Communication and Technology Team (CATT).
- Collaborate with Communications Manager and vendor as the POTC website is refreshed; provide assistance as requested.
- Upon request, provide remote technical assistance to churches such as advice on necessary equipment for recording or live streaming worship services. May also provide referrals to others within the presbytery who may be able to help.
- Occasionally serve as backup for POTC Communication Manager

Future Needs:

- Recruit, manage and train a team of volunteers throughout the presbytery to assist with tech concerns within individual congregations as requested. This may include providing resources for training and information about technologies used in churches.
- Produce, film, edit and upload video materials for in-house and digital use.

Knowledge, Skills, and Abilities Needed:

Presbytery Office/Staff Technology Needs:

- Ability to connect and maintain audio, video and Zoom technologies for various meetings, including but not limited to in-person, hybrid, or all-remote Presbytery meetings.
- Basic knowledge of software used for presbytery communication: Zoom, Mailchimp, Wordpress, Dropbox, YouTube, and Microsoft Office applications.
- Experience with and knowledge of basic technology (laptops, projectors, audio and video mixers, etc.) and security and networking hardware: routers, switches, Power over Ethernet (PoE).

- Ability to secure, move, connect, modify, maintain, upgrade, and adapt Presbytery hardware and implement technology solutions in different settings, both churches and (remotely) for staff work-from-home offices.
- Knowledge of sound systems' constraints and connections to computer networks and applications (Zoom).

Future Needs

- Ability to create narrative videos.

Churches within the Presbytery

- Ability to direct local volunteers in person or remotely to set up and deploy technology in various locations around the presbytery in churches with varying technology.
- Ability to work effectively and collaboratively with church staff or volunteers at different facilities.

General

- Exercise discretion and confidentiality in all matters in the conduct of technical duties.
- Pass background check before hiring.

Accountability: This position reports to the Communications Manager of the Cascades Presbytery.

Evaluation: There is a 90 day and an annual review and evaluation of performance in accordance with the personnel policies of the Presbytery.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly requested to sit for periods of time, communicate with others in person and using phone, email, and video conferencing. Installation of equipment may require light furniture moving as well as bending to install cables, etc. Moving equipment to meeting sites may require lifting items up to 20 pounds in facilities that may not be ADA accessible.

On occasion may need to meet with individuals or groups in person, requiring travel.

Physical presence at the host site of Presbytery meetings is required.

Work Schedule

Schedule is flexible. More than 7-10 hours in a week will be required the week of Presbytery meetings and time may be "flexed" during that time.

Application:

To apply, please submit a cover letter describing your interest and qualifications along with a resume that includes relevant experience by email to communications@potc.life.

Applications will be received through Wednesday, March 1.