

First Religious Society of Homer
Homer Congregational United Church of Christ
Homer, NY

Technology Coordinator Job Description

Purpose:

To oversee and support the usage of technology throughout the church. This technology includes but is not limited to workstations and laptops, our Sanctuary tech booth, and Microsoft 365 components including Outlook, One-drive, and Teams. The Technology Coordinator is also responsible for running the tech booth on Sunday mornings.

Accountability:

The Tech Coordinator is accountable to the Pastor in consultation with the Personnel Committee and Board of Trustees.

Requirements:

- Must be comfortable with computer technology and 1-2 years of experience with laptops, printers and other devices, Microsoft 365, troubleshooting skills, and a basic knowledge of audio/visual equipment.
- Must be knowledgeable in or willing to learn Proclaim (church presenter and streaming program), YouTube, ATEM software, and OBS.
- Must be comfortable communicating with and working with others, both staff and volunteers.

Primary Responsibilities:

- Be available Sundays 9:30-11:30am as well as throughout the week to support as needed in troubleshoot the church's technology. Attendance is also expected for special services including but not limited to, Christmas Eve, Ash Wednesday, and Good Friday services.
- Willingness to support in coordination of slides, livestreaming, and other technology when requested by a family holding a funeral or memorial service at our church.
- Be responsible for troubleshooting technology and consulting with our technology support service, Planned First Technologies, when needed.
- Oversee the routine maintenance of software products including performing updates.
- Create the worship slides when this responsibilities is not being covered by Pastor or other staff. Timing is flexible, most elements for worship are completed by Thursday morning, allowing slideshow to be created anytime Thursday through Saturday. The Slideshow can be created at the church on the tech booth or office computer or remotely if desired to have Proclaim software installed on your personal laptop.
- Manage the tech booth during church services. This includes video streaming, cameras operation, slides, audio, and volunteers assisting in this process.
- Work with church volunteers

- Recruit and train volunteers to help with Sunday morning technology and to substitute on those occasions when the Technology Coordinator is unable to be present
- Develop and manage a monthly schedule of volunteers that is due to the church office before the end of the previous month.
- If unable to fulfill Sunday morning responsibilities for any reason, it is the responsibility of the specialist to secure a replacement.
- Attend occasional staff meetings as often as possible.
- Maintain a weekly hours-worked time sheet and submit it to the office administrator every other week

Professional Growth and Development:

It is understood that new skills may be needed and require additional training. Such training can be coordinated with the Pastor in consultation with the Personnel Committee and Board of Trustees.

Terms and Conditions:

This is a non-exempt, part-time position (up to 10 hours per week). Regarding weekly presentations, the Technology Coordinator may be absent up to 8 Sundays a year if volunteers are in place and fully trained to cover the job. Compensation will be \$20 per hour.