Job Description | Media & Technology Assistant

Part-time, Hourly, 10-15 hours per week.
Wage range of $15-$20 depending on skills and experience.

Purpose

The Media & Technology Assistant at Morris Evangelical Free Church (MEFC) provides technical support to MEFC staff and ministries in audio and visual systems, information technology, and website/social media management.

Qualifications

Character & Competencies

- An established and growing walk with Christ evidenced by humility and cooperation.
- Aligned with the mission and vision of MEFC.
- Strong computer skills and familiarity with both Windows and Mac operating systems
- Self-starting in learning new programs and apps or troubleshooting problems by searching online for solutions.
- Attention to detail and commitment to tedious tasks
- Basic knowledge of web design or willing to learn
- Basic understanding of live sound mixing or willing to learn
- Graphic design skills are preferred, but not required
- Physically able to be on their feet for extended periods and is comfortable with basic building-improvement projects that use ladders, drills, etc.

Expectations & Responsibilities

- Church website maintenance and update.
- Prep ProPresenter for all worship services, mid-week programs, and special events such as funerals or weddings.
- Prep the stage for the next event—place music stands, make sure batteries are charged and in mics, place mic stands, clear unnecessary equipment, etc.
- Set up and arrange any AV equipment needed throughout the building, such as TVs in classrooms, microphones in Fellowship Hall, laptops in the Fireside Room, etc. Staff will give a minimum of 48 hours notice whenever equipment is needed.
- Create basic graphics/images in Canva for worship services, mid-week programs, and special events.

Relationships
- Supervised by the Senior Pastor
- Accountable to the elder board for review.
- Collaborates with all staff

Other Infomation
- This position is classified as a part-time support staff and does not include vacation, sick leave, or other benefits offered to full-time personnel. This position is not to regularly exceed 15 hours per week.