

Job Description



Position title:	Tech Associate	Reports to:	Worship Arts Pastor
Exempt/non-exempt:	Non-exempt	FT/PT/Temporary:	Part-time, 25 hours/week
<p>Position overview: The Technical Associate shall assist in oversight of the technical aspects of church ministry. This includes assisting in developing and executing our Sunday gatherings, overseeing the church's technical needs, and using available technology to effectively communicate the gospel. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16; 1 Timothy 3:8-13).</p>			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18). • Understanding of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples (Romans 1:16-17; Matthew 28:19). • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, values, and Statement of Faith. (I Corinthians 12:12) • General computer competence and experience with MS Office. • Attention to detail and strong organizational skills. • College degree or 2 years' experience in related field, preferred. • Must be a quick learner who can implement technology to communicate the gospel effectively. • Have a basic understanding of livestreaming and recording technologies. • Skilled in the mixing of sound, lighting, and other technologies. • Able to lift 75 lbs.; able to stand/walk for extended periods of time. 			
<p>Primary responsibilities:</p> <ul style="list-style-type: none"> • Answer basic questions about Trinity's faith, provide religious resources, and pray with callers or visitors (Ephesians 4:11-16). • Learn and implement technology to effectively communicate the gospel. • Responsible for execution of technological needs for Sunday services and gatherings. • Platform setup for all services, gatherings, and events. • Assist in recruiting, equipping, and scheduling volunteers for the various technological needs. • Oversee the tech resources of the church and the development of those resources. 			
<p>Work environment:</p> <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation. • Midweek, weekend, and holiday hours are required. Occasional time off may be granted with prior approval. 			
<p>Compensation:</p> <ul style="list-style-type: none"> • This position is at-will and compensation will be based on experience, competency, and responsibility. • Benefit information, if any, is available upon request, or will be provided when an offer of employment is made. • Resignation is requested in writing to their supervisor and Operations Director at least two weeks prior to the date of effectiveness. 			