North Shore Bible Church
Job Description

Job Title: Technology Manager, Part Time

Yearly Salary: $15,600

Date position is available: As soon as possible

*Important Notice: As an individual grows in this position, the desire of NSBC is to eventually hire this individual full time and allow this position to become a career.

Summary
First and foremost, the expectation for this individual is to have a sound relationship with Christ and to join the NSBC Staff in ministry opportunities. This position is a leadership position that provides a platform for an individual to serve God and lead others to God as well. As an individual grows in this position, the expectation for this individual is to build a technical team by leading and teaching others in the area of tech volunteerism at NSBC. This individual would also be expected to provide technical support for the church staff as well as for the ministries of NSBC. All technology equipment of NSBC would be under the care of this individual. NSBC would also look to this individual to give direction on what technology is needed for our church in order to better reach our community and our world in the modern day and age. Operating the sound and video equipment every Sunday for our church services is also an expectation. As this individual grows his/her tech volunteer team, this individual can begin teaching others how to share in duties. Some website work is also desired for this position, however, if an individual has never worked with a website before, then we do desire a willing heart for learning in this area. Video editing skills are also desired, but again, if an individual has no experience in this area, then a willing heart for learning is all that is required.

Essential Duties & Responsibilities
Position will have varied tasks and oversight depending upon need and includes but is not limited to the following:

- Proper operation and maintenance of all NSBC tech equipment
- Build a tech volunteer team to help with duties
- Run sound and video equipment for church each Sunday (making sure that tech volunteers fill in for you when you are not available)
- Run sound for worship practices once a week (again, making sure that tech volunteers fill in for you when you are not available)
- Provide technology direction and assistance for all NSBC staff and volunteers
- Continually research new technology avenues that would benefit the ministry of NSBC and periodically present this research to the NSBC Elders for review
- Set up sound equipment, run sound, and tear down sound equipment for community events at NSBC when available. (Event payment is additional to regular position payments.)
- Meet with NSBC staff every Wednesday morning for staff meetings
- Be willing to learn website, video editing and some social media work
- Have a willing heart to help in other areas of church ministry that you feel you may have giftings for

Qualifications

- Must have at least 6 months to 1 year of technology engineer experience
- Must be 17 years of age or older
- Must have a passion and desire to serve God through the use of technology
- Must have a passion and desire to lead, teach others and learn in the position of Technology Engineer at NSBC

For inquiries about this position, please contact Efren Alejo at frnalejo@gmail.com or at 509-687-3636, ext. #2.