

Job Title: Technical Communications Manager

Job Type: Part-time

Job Summary:

The Technical Communications Manager is responsible for all aspects of digital communications at Christ the Servant Church. This position will work closely with the Senior Pastor, Director of Music, and volunteer congregation members, to stream worship services, special events, as well as manage all social media communications.

Duties/Responsibilities:

- Manage all A/V equipment to stream worship services and special events, including the annual congregational meeting and memorial services. Identify additional A/V equipment needs to maintain/improve the quality of streamed communications and report these needs to supervisor.
- Manage and train congregation volunteers to stream both Sunday morning services. Be present at both services to support and substitute for volunteers, as needed.
- Collaborate with the Senior Pastor, Director of Music, and other worship leaders to create content for the weekly streamed services.
- Manage the church website, including all material updates in a timely manner.
- Manage church-wide communications via Constant Contact and social media, as needed.
- Make recommendations to improve Christ the Servant's social media presence to welcome others to its outreach ministry activities.

Required Skills/Abilities:

- Working knowledge of streaming services and requisite equipment.
- Strong organizational skills and attention to detail
- Strong inter-personal skills and ability to educate others about streaming and technology
- Excellent time management skills and ability to meet regular deadlines
- Ability to be present during both the 8 AM and 11 AM weekly Sunday worship services and special events, as needed
- Some capability in graphic design using any platform

Education/Experience:

High school diploma or equivalent

Salary: Negotiable and commensurate with experience

Send resume to ctsoffice1@comcast.net