St. Paul's Contract Technology Support Coordinator (Part-Time)

General Job Description

This is a Personal Services Contract Position. The contract is a one-year renewable position based on ten (10) hours/week. Remuneration $20.00-$24.00/h based on experience and qualifications.

Job Responsibilities:

• Provide technology support to Church staff and volunteers.
• Working with church staff, develop and enhance all aspects of St. Paul's virtual church
    experience.
• Ensure audio, video, lighting and camera equipment is set-up and maintained
• Coordinate audio visual for livestream Sunday services including integrating zoom
    videos, special signage, zoom coffee integration
• Post service on Vimeo and SPUC website following livestream Sunday and Special
    Services conducted through the week, e.g. Christmas Eve, Sunrise Services, etc.
   While regular Sunday services are automatically posted, Special Services need new Vimeo
   Events created and the stream has to point to them in VMix.
• Coordinate website updating and social media scheduling, providing infrastructure support but
    not content
• Support the maintenance and service of all computer, photocopier, printer, hardware,
    Website, google account, procurement & renewal of Software Licenses, ensure
      computer regular backups, etc.
• Suggest best practices and train staff & volunteers, producing appropriate training manuals.

Work Hours:

• 10 hours per week [average]
• 3-4 hours, 9:00am to 1:00pm on Sundays, mandatory initially
• 6-7 hours, Flexible time, but available to meet staff during their regular working hours.
• Follow SPUC's staff policies and health and safety protocol including the inclusivity
    policy which values the diversity of the human family including people of all races
    ages, genders, gender identities, sexual orientations, abilities and economic
     positions

Qualifications/Skills:

• Strong written and verbal communication skills
• High level of organization and attention to detail
• Ability to multi-task in a deadline-driven environment
• Proficiency in the use of audio visual and computer technology
• Excellent time management skills
• Experience with maintaining social media, and working with social networking, email marketing and search engines
• Demonstrates problem solving and critical thinking skills.
• Strong writing and copy-editing abilities

Education and Experience Requirements:

• High School or Post-Secondary Diploma or Equivalent
• Proficiency with Computer Software: Microsoft Office, Audio & Video editing, Videoconferencing
• Demonstrated experience with current social media platforms
• Digital photography and video editing experience a plus

Interested applicants should forward resumes to mandp@stpaulsunited.com by October **25, 2022.**