

WESTERN PRESBYTERIAN CHURCH

Technical Ministry Coordinator (10-15 hours a week)

The Technical Ministry Coordinator (TMC) is responsible for growing the ministry of Western Presbyterian Church through digital means and growing our congregation virtually. The TMC will lead efforts to engage members digitally through worship and programs, as well as coordinate our website, social media, and virtual meeting platforms.

Essential Functions:

- Collaborate with Western's pastor, church staff and leadership on a comprehensive plan for digital engagement, beginning with worship and continuing to program ministry and communications
- Design, develop and implement digital worship programs and platforms that grow our on-line congregation
- Manage, direct and produce technical aspects of worship including audio and video, in-person and on-line
- Serve as video content manager for church's website and social media
- Facilitate and produce video content for programs and communication
- Resource on-line meetings, including training leaders for small groups and family ministry
- Recruit and manage a volunteer team for digital worship
- Provide first level of technical support for the congregation, coordinating with contractors as needed

Core Competencies

- Technological agility, particularly in areas of audio and video production, including use of presentation software (such as ProPresenter or PowerPoint), digital audio workstation, and video editor (such as Adobe Premiere Pro).
- Experience producing and executing livestream experiences, ideally for a faith community
- Virtual collaboration on programs (inspiring and interacting with others remotely, and working together towards common goals);
- Digital communication and interpersonal skills (communicating, influencing and maintaining a rapport with others via technology);
- Experience with and commitment to digital media in a non-profit, church, or educational organization
- Drive to succeed (taking initiative, evaluating process)
- Talent for developing the creative and technical gifts of others, including staff and volunteers

Other Requirements:

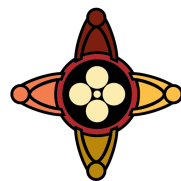
- Sunday morning leadership with flexibility in additional time/scheduling
- Commitment to work in support of the church's larger mission
- Commitment to a faithful renewal of energy, intelligence, imagination and love for the sake of the practice of ministry

This position is designed as a 10-15 hour/week role with a one-year term that may be extended upon the agreement of both parties. Salary is available upon request.

The Technical Ministry Coordinator will report to the Pastor and Head of Staff, Rev. Dr. Laura Cunningham, who is leading the search in conjunction with our Personnel Ministry Team and Session (church council).

Applications should include a cover letter, resume, references, and sample of previous worship service or other production. Applications should be submitted in digital form to jobs@westernpresbyterian.org. The position is available immediately, with the expectation to fill the position by October 1.

Western Presbyterian Church values diversity and equal opportunity. We seek to build a staff that represents a variety of backgrounds, believing that diversity grows our worship and working environment.



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