

DIRECTOR OF TECHNOLOGY JOB DESCRIPTION

PURPOSE: To glorify God by advancing Christ's Kingdom through technology to our members, our community, and thru our worship experience.

CLASIFICATION AND HOURS: Part-time-Hourly: Approximately 20 hours weekly with flexibility to meet job tasks and specific needs.

QUALIFICATIONS:

- A love and commitment to Jesus Christ and a desire to grow in faith.
- Ability to lead, train, and facilitate volunteer tech team groups at Heritage.
- Prior experience and working knowledge or quickly learn the following systems, software, and equipment: Pro Presenter, Large-scale audio systems and equipment, web and media facebook, YouTube, Instagram, Twitter, Podcasts etc..
- IT basic knowledge, internet principles, and ability to learn current systems.
- Excellent leadership and communication skills.
- Able to work effectively and cooperatively in a staff and team environment.

RESPONSIBILITIES:

- Devise and suggest IT policies and systems that would support Heritage CRC goals and vision.
- Oversee all technology operations and evaluate them according to Heritage goals.
- Available at worship services to support tech volunteers and oversee any issues that arise.
- Support live streaming of Sunday worship services.
- Develop and manage Technology budget making suggestions to council.
- Consult staff and church members to identify technology needs and optimize the use of information technology.
- Work with volunteers and lead tech teams to further the technology opportunities within Heritage.
- Participate in Staff meetings to listen to tech needs and suggest where Heritage could advance the kingdom through technology.
- Participate in the worship planning and worship committee and work with worship leaders to see what is needed during worship services regarding technology.
- Coordinate technology needs and be available as necessary for weddings, funerals, and other church related functions.

This position reports to the Senior Pastor and Administrative Elders and requires uncompromising confidentiality to protect member and church information. This job description will be reviewed annually to assure it best meets the changing goals, plans, and needs of Heritage CRC.