Bethel Lutheran Church
328 Walnut
Windsor, CO 80550
www.bethelwindsor.com

Job Description: IT Media/Tech Coordinator

OVERVIEW

Bethel, by hiring an Information Technology (IT) Media/Tech coordinator, will support bringing this church into the 21st century using technical and media to reach out with the gospel of Jesus Christ.

GOALS

1. Use technology to connect the people of this congregation and to reach out to the world with inviting and exciting news about Jesus, upcoming sermon messages, fellowship opportunities, etc.
2. Incorporate video production to Bethel's worship services, new member classes, MOPs, youth classes, ministry activities, that they are made available online to share when members who are unable to attend and can view remotely.
3. Teach and encourage IT best practices for effectively managing Bethel Operations and Congregation needs, enhancing and simplifying where applicable, to joyfully serve God, Congregation and World.

SPECIFICATIONS

This person will help the church use technology in the website, online Bible studies, online classes, advertising and outreach through multimedia.

The Media / Tech coordinator will help

- the church use technology in the website, online Bible studies, online classes, advertising, and outreach through multimedia.
- the internal church personnel adapt to and utilize IT modernization best-in class methodologies to streamline communication, improve collaboration, automate and simplify wherever possible, access documents and data from any mobile device, interactively edit documents together, use video conferencing if unable to be onsite, directly access documents from the Cloud versus downloading attachments and having outdated documents.

Qualifications

This person would need heart for worshipping God, be able to work as a team and take direction, have experience in audio equipment, video equipment, the internet, YouTube, multimedia, new technologies and new strategies on how to use tech to the church's advantage.

Tasks

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- Train and maintain volunteers for video presentations at worship.
- Maintain and improve the church website.
- Research and make suggestions, train staff to put classes, meetings and bible studies online.
- Research and make suggestions to better use technology to reach people in and outside the congregation.
- Research and make suggestions for internal IT modernization to improve/ be more efficient at collaboration, communication, email, use email lists, video conferencing, documentation: spreadsheets, presentations, file repository & version control (no attachments, knowing where most current version).
- Make suggestions for tech equipment that is needed now and in the future.
- Repair or have repaired faulty equipment.
- Regularly evaluate and assess online media presence.
- Research and make suggestions for a church app. Then maintain the church app.
- Set up and schedule posts to social media accounts, including Facebook, Twitter and Instagram.
- Compile and create various analytics reports to measure things like Bethel's social media presence, "hits" on the webpage.
- Create a monthly report to the church council, i.e. list of monthly activities
- Be a part of the weekly staff meeting.
- Provide an IT Tips/best practices training for 15 minutes at Bethel Council meetings.

Education and Experience

- BS or technical school degree.
- 2+ years experience in computer sciences, marketing and/or communications related fields.

Hours and Pay

- ¼ time or 10 hours a week:
  - 3 hours on Sundays at 8:30 and 11am services to manage the church video
  - 7 hours at Bethel Mon-Fri, including 1 hour staff meeting
- $12,000 a year.
- No other benefits are included.