



Position Description for
Technical Support (Part-Time)

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose, and lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Technical Support

Reports to: Engineer – Technical Services / Principle of NHCA

Employment Status: Part-Time Hourly

3 Imperatives:

- Manage the broadcast quality of Sunday services
- Create engaging content that is informative and emotive
- Assist in covering ministries and school's technical needs

Summary of Position: Assist North Heights in creating multimedia content for social media, web site and in service. Sunday morning responsibilities will include managing the quality of our broadcast online. During the week the position will be responsible for day-to-day operations of the studio and school for in-house and fee for service clients

Minimum Qualifications:

- Real world skill in media production
- Well-developed skills in troubleshooting tech issues

Duties/Areas of Responsibility:

- Manage Day to Day operations of Studio
- Manage Sunday morning broadcast
- Assist in creative design for multimedia projects
- Present cutting-edge technology and techniques to leadership
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights

- Performs other duties as assigned that further the vision of North Heights
- Create and manage a system to monitor and maintain school technology
- Support school staff with technology questions and concerns
- Manage school Google account
- Monitor student use of technology to ensure safe usage
- Manage and run middle school chapel technology team

Outcomes Required:

- Contributes to the well-being of clients; tends to vision and values of North Heights
- Creates a seamless experience for individuals watching online.
- Create a customer experience that results in repeat business
- Creates a safe learning environment for students to use technology
- Ensure that technology is available and in working condition for students and staff

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Detail and organizational skills
- Ability to multi-task effectively
- Ability to recruit, train and mentor others
- Strong interpersonal skills
- Self-motivated
- Ability to work independently
- Flexible with balancing hours and the short notice demands of video shoots
- Actively engaged in continuing education and proactive in current and developing technologies

Optional but Desired:

- Skilled with Adobe Premiere
- Adobe photo shop
- Ableton
- Google proficient

Compensation

- Range \$15.36 - \$17.02
Final compensation is based on education, experience and ability.

Benefits

- Sick Time and Safe Time (ESST)