



**Position Title:** Tech Associate (Full-Time; 40 hours/week)

### **Position Summary**

The Tech Associate plays a vital role in providing technical support and expertise for both regular ministry activities and special events. This position serves as the primary liaison between the Tech team and assigned ministry areas, ensuring excellent audio, video, and lighting (AVL) execution while developing volunteers and maintaining equipment.

### **Key Roles and Responsibilities**

- Serve as a liaison to assigned ministries, working closely with them to support and execute AVL needs for both recurring and special events
- Run audio, video, or lighting for Sunday services and other events based on area of expertise
- Lead maintenance and updating projects to Tech equipment and spaces assigned by the Tech Director
- Perform regular checks and preventative maintenance on all technical equipment
- Serve the AVL needs of church-wide events as assigned by the Tech Director
- Lead the recruitment, training, and development of technical volunteers
- Provide both technical training and spiritual development for Tech volunteers
- Troubleshoot and resolve technical issues during events and services
- Stay current with industry trends and technological advancements
- Contribute to the improvement of systems and workflows for the Tech team
- Collaborate with other Tech Associates to share knowledge and provide backup support
- Document procedures and maintain operational manuals for assigned equipment
- Maintain an organized workspace and properly store equipment
- Participate in Tech team meetings, planning sessions, and training

### **Success Outcomes**

- Ministries are effectively supported with their AVL needs
- Volunteers are properly trained and growing in their technical abilities
- Services and events run smoothly with minimal technical issues
- Equipment is well-maintained and operates reliably
- Positive working relationships with ministry leaders and volunteers
- Collaborative team culture that values excellence and servant leadership

### **Requirements**

- 2+ years' experience in church or event technical production
- Demonstrated expertise in at least one area of AVL (audio, video, or lighting)
- Excellent communication and interpersonal skills
- Strong problem-solving skills and ability to work under pressure
- Availability to work weekends, evenings, and holidays as needed
- Familiarity with Planning Center Online, Monday.com, and other church management software
- Ability to lift and move equipment up to 50 pounds

- Bachelor's degree in related field preferred but not required
- Servant's heart and commitment to excellence

### **Staff Expectations**

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A lifelong learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church

### **Performance Measures**

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable