



## Staff Position Profile

Job Title: Live Stream Coordinator	Supervisor: JRCC Lead Pastor
Revision Date: As at April 1, 2023	Hours of Work: 6 hours per week

### Position Overview

The Live-Stream Coordinator is a Digital Ministry position (1-year contract) with responsibility to oversee and execute all aspects of making our Sunday morning gatherings accessible across various digital streaming platforms (YouTube and Telus Optik TV) with the vision to enhancing our reach into these online spaces and making the message of Jesus more accessible to more people.

### Job Functions

- To liaise in advance of Sundays with staff and leadership to set up all that is needed for a successful live stream (containers, thumbnails, promotional materials, slides, special features, etc.). Ideally, this two-hour prep block would take place concurrent with worship practice.
- To oversee and supervise the digital ministry volunteers that make the Sunday AM live stream possible (Logic, camera operators, switching, media operators) including scheduling.
- To interface with other Sunday AM volunteers in a responsive and respectful way so that there is a sense of congruence between what is happening in the room and what people are experiencing on the other end of the live stream.
- To post and manage all related content to the Sunday AM gatherings across the various platforms (JRCC website, podcast, YouTube, etc).
- To acquire, keep secure and maintain all manner of technical gear necessary for the advancement of the role (software, organizing gear / cameras,)
- Other responsibilities as delegated by the Lead Pastor and/or Senior Pastoral Staff

### Job Requirements

- Previous experience working with ProPresenter, Logic and Adobe Creative Cloud is an asset
- Some experience working with live streamed events and environments is important
- The professionalism & warmth commensurate with the tone and mission of JRCC
- An ability to work with a wide mix of paid and volunteer staff in an equipping role
- Capacity to manage time well and to accurately prioritize & execute multiple competing tasks
- High capacity for real time problem solving in highly technical environment without getting flustered
- The capacity to acquire new skills in a team environment and with a teachable attitude
- Ability to attend key JRCC events (weekend gatherings; special events; AGM's) to stream them

### Application & Position Information

- If you are interested in the position, please reach out either in person or via e-mail to Lead Pastor (who is the head of staff), Brad Sumner at [brads@jerichoridge.com](mailto:brads@jerichoridge.com)
- Expressions of interest, resumes / applications are being received currently & until Apr 20, 2023
- The posting remains open until the position has been filled but our ideal is an Apr 30, 2020 start
- The salary for the position \$17.50 per hour

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the church. The terms of employment are a 90-day probationary period and an annual performance review of the position (i.e. - compensation, hours required for the position, etc.).