



BELLEVUE FIRST UNITED METHODIST CHURCH

Job Title: Technology Manager (Tech. Manager)

Our Organization: Bellevue First United Methodist Church is a small, progressive, open and affirming, intergenerational community, located close to downtown Bellevue. As an inclusive community, we exclude no one based on their gender and gender expression, sexual orientation, race, socioeconomic background, ability, or religion. Our community is rooted in a desire to practice reconciliation, and embody the love of God for all people.

Job Purpose: The technology manager is the primary point person for technology related needs for the ministries of Bellevue First United Methodist Church. This includes running audio/visual for events (in person gatherings t.b.d.), managing cloud storage, domains, and email service, maintaining our building network, and providing digital audio/visual services as needed (ZOOM meeting tech support, audio/video editing, etc). This person will use their knowledge of technology to help amplify our ministries and support our church vision.

Hours: Average 5-10 hrs per week. Most Sunday mornings required (8:30am-11:30am), with typically one Sunday off per month (usually the second Sunday of the month). Occasional hours required midweek, evenings, or weekend.

Reports to: Lead Pastor

Pay: \$22 per hour

Responsibilities:

- Run audio/visual for in-person events (when resumed)
- Manage web domain and email service, as well as cloud and network storage
- Coordinate and lead tech components for ZOOM meetings and/or virtual gatherings
- Record, compile, and edit audio and videos for church services and posting on media platform
- Work alongside lead pastor and trustees to upgrade and improve tech equipment as needed
- Manage and upgrade as needed the internal building technology (internet, a/v, etc.)
- Help train additional sound technicians to serve as assistants and volunteers on Sundays
- Work with staff and volunteers to provide support when faced with technical challenges
- Other miscellaneous tech related tasks as needed

Skills and Qualifications Needed:

- Strong knowledge in the areas of audio engineering, ZOOM, and general a/v or computer related tech support
- Efficient understanding of domain and email hosting
- Competency in managing a building internet network
- Current knowledge of necessary/useful web applications and software (including antivirus)

To apply, please send a resume and cover letter to staff@fumcbellevue.org