

Director of Communications and Technology [DOCT]

The director of communications and technology is a part-time position [approx. 12-20 hours per week] and will serve as an integral part of the staff team at NewLife Community Church.



Responsibilities

- Website Oversight. Ensuring that information is up to date, current and presentable [weekly tasks]
- Weekly communication with the NewLife constituency.
- Production of the monthly newsletter.
- Supporting the ministry staff to provide promotional materials for ministry events and technical support in their ministry areas.
- Assisting and serving alongside the staff team with outreach initiatives.
- Managing video production team and ensuring the online platform and livestream is available each week. Recruit volunteers for tech team.
- Collaboration with the implementation of electronic systems within the ministry structure. (Planning Center, Volunteer Databases, Etc)
- Troubleshoot technology issues for church and church staff.

Expectations

- The DOCT will come into the office at least two days a week to interface and work together with the ministry staff.
- The DOCT will be present at all services and ministry recordings.

Profile

The DOCT should have a mixture of the following:

- Technological Competency
- Creativity and Graphic Design
- Video Development
- Website Management
- Self-starter and goal and task oriented
- Team player who works well with others
- Ministry Minded and Servant Hearted

The position is paid hourly and has the possibility to expand the role and the hours for the right individual and as the ministry grows. We are looking for the right chemistry with the rest of the team, so we are willing to train and develop the right person if they possess the passion, ministry focus, and technical competencies that would be critical in a role like the DOCT.

Please send your resume to Lead Pastor Mike Nedelko at:
mike@newlifecommunity.ca