



Job Description

Second Unitarian Church of Omaha
3012 S 119th Street, Omaha, NE 68144
2uomaha.org

Job Title: Technical Coordinator

Summary: Second Unitarian Church of Omaha seeks a technical coordinator to ensure our Sunday morning Zoom worship services run smoothly.

Application: To apply, please submit resume, cover letter, and contact information for two references to worship@2uomaha.org with “Technical Coordinator Position” in the subject line.

Start Date: Immediately

Status: Part-time hourly employee without benefits. Position will be re-evaluated in June 2021.

Hours Required:

- Hours will range from 8 to 10 hours per week, to be recorded in timesheet.
- Mandatory: Three to four Sunday mornings per month 10 a.m. – 12 p.m. CT, with one-hour rehearsals typically on Saturdays. (Four to five Saturdays/Sundays during months that include five Sundays). Sunday off will be coordinated with Worship Committee.
- Monthly Worship Committee meetings via Zoom.
- Remaining hours flexible for any necessary preparation, research or Zoom assistance.

Compensation: \$18 - \$20 per hour.

Location: Preferred candidate will reside in Omaha area; however, will work remotely until in-person worship services resume.

Organizational Relationship: Employed and reviewed by Board of Trustees; collaborates with the lay leaders, minister and guest speakers.

Essential Duties and Responsibilities:

- Prepare audio/visual playlist and verify Zoom settings prior to worship service.
- Occasionally, will be responsible for producing video of presenters or video slideshows.
- Participate in Saturday rehearsal with lay leader/speaker.
- Manage Sunday Zoom worship service: host Zoom session, grant sharing permissions, spotlight speakers, record sermon, play videos, share links in chat box, send attendees to breakout rooms after worship service.

- Troubleshoot technical glitches and problem-solve issues that arise in real-time. Participate in brief post-service review sessions.
- Post sermon video on church website.
- Prepare procedures document for others to follow when filling in as host.
- Research best practices and share with worship team.
- Assist other church leaders with Zoom questions and programming as time permits.

Qualifications:

- Skilled at Zoom; knowledgeable about YouTube, Google Drives and other G-Suite applications.
- Must have own device with latest Zoom app to manage Zoom sessions. The employee is responsible for any maintenance, repair, or replacement of device used for this job.
- Must have basic video editing software and capability.
- Preferred candidates will have their own quiet work space and high-speed internet service to manage the Zoom worship service on Sunday mornings.
- Good written and verbal skills. Prompt response to emails and text messages.
- Must be able to work with persons of all levels of technical competence and ability.
- Demonstrates understanding of and consistently behaves in a manner congruent with the [Unitarian Universalist values](#) and [mission](#) of this congregation. Must be able to work with persons of all races, ages, economic levels, gender identities, and sexual orientations.
- Must be able to pass a background check before hiring is finalized.

Physical Requirements:

- Must possess sight/hearing senses, or use adaptive technology that enable these senses to meet the responsibilities of the job.
- Must be able to communicate both verbally and via technical platforms, such as text, chat, etc. with worship leaders and participants.
- Must be able to lift 25 pounds and move around the congregational building.

Core Competencies:

Attention to Detail

Consistently attends to the many small pieces which must be assembled into and organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Team Orientation

Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; shares expertise; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others; takes responsibility for part in team failures.

Integrity and Trust

Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.