



IT and Production Associate

Who are we?

The mission of UALC is to be and to make disciples of Jesus Christ.

We believe that we are called to be an Oasis of God's Kingdom for a dry and thirsty world, and we know that living water is meant to be shared. We envision a future so well-watered by the love and truth and Spirit of Christ that our way of life together will be transformed and even people outside the church will say "See how they love one another" to the glory of God, just like Jesus said they would. Life with Jesus brings hope and healing to broken people. Outside of Christ we are drawn to mirages that make empty promises of life but leave us stuffing our mouths with sand.

This vision leads us to four deeply held commitments about life together at God's Oasis:

- Everything that we do starts with the action of God. We are a Gospel people, trusting in the work of Jesus. What we offer comes from what Jesus has done and is doing.
- There is a distinct community at the oasis, a family sharing life together in the way of Jesus by the power of the Spirit.
- An oasis is not a fortress. It doesn't have walls. We invite people in and carry Living Water out.
- There is an enemy; there is a desert; there are "mirages." We are in a battle, but we know God wins.

Position Summary

The IT and Production Associate supports technology goals for both the Information Technology and Worship Production departments. This position reports to the Director of IT and regularly communicates with both the Mill Run and Lytham Road Production Directors. while supporting both staff and ministry leaders.

Essential responsibilities

1. *Information Technology*
 - a. Creates and maintains forms for engagement in the church database and other web-based tools utilized by UALC.
 - b. Supports and trains staff and ministries on the church database, recommending database solutions that will help to empower ministry.
 - c. Provides technology related hardware and software support to staff and ministry leaders for a multi-platform environment (Mac, Windows).
 - d. Images, configures, and deploys desktops, laptops, iPads, etc.
 - e. Maintains system inventory and keeps current.
 - f. Works with provided tools to keep systems current on drivers and software security updates.
 - g. Programs and supports the Mitel phone system.
 - h. Backs up Security Directory on access control system.
 - i. Functions as a backup for the IT Director on day-to-day operations.
 - j. Assists IT Director on special projects as assigned.
2. *Special Event Production*
 - a. Recruits and trains volunteers to facilitate production needs for special events.
 - b. Coordinates tech staffing as required for ongoing ministries and special events (audio, video, lighting technicians).
 - c. Coordinates tech needs with families for weddings and funerals.
 - d. Work hours include Sunday mornings to support worship production.
 - e. Creates ProPresenter slide deck and edits and distributes recorded audio/video to families.
 - f. Attends meetings for larger external special events with our Facilities Events Team.



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- g. Supports all AVL (audio, video and lighting systems) in meetings room and large event spaces for both campuses.
 - h. Assist with larger AVL projects when assigned.

Qualifications - Education, Skills, Experience and Personal Attributes

The ideal candidate will have a genuine passion for working with technology and collaborating with people of all technical levels. They will be an encourager and have an ardent desire to make technology work for our users and teams. An Associate Degree or two years of college in a related field preferred.

The IT and Production Associate's preferred qualifications include:

- Ready and able to share a personal testimony of the transforming power of Jesus Christ in their life.
- Dedicated to UALC and its mission.
- Experience working cooperatively in a multi-staff setting.
- Experience recruiting and training volunteers.
- Effective written and oral communication skills.
- Technically literate. Ability to understand advanced audio, video, lighting, and IT systems and network infrastructure.
- Musical Competency (from a technical standpoint)
- Strong analytical skills helpful.
- Humility in dealing with mistakes and initiative in resolving conflict.
- Available on-call weeknights and weekends if needed.

Work Week and Hours

This position typically works 40 hours a week, Sunday through Thursday. There may be seasonal variance in schedule due to large events and holidays.

Working Conditions & Environment

The position works in a church environment where the employee is regularly required to speak, see, hear, sit, stand, type, walk and bend while moving about the facility. The noise level in the facility is quiet.

How to Respond

If you think this might be a fit for you, or if you know someone who fits this description, we'd love to talk with you and pray with you about it. Please email croys@ualc.org, with your resume and a brief explanation of your interest in the position, including a description of how you see your qualifications preparing you to succeed in this role.