

Tech Coordinator

WHO WE ARE

New Life Fellowship is a church in the exceptionally diverse neighborhood of Elmhurst, Queens with a community impact through its [Community Development Corporation](#), and a global impact through the wider [Emotionally Healthy Spirituality](#) movement. Our mission as a church is to lead people to a deep, personal relationship with Jesus, and we do that with a unique flavor as expressed in our 5 Ms:

1. **Monastic:** Slowing down to be with God in the midst of a fast-paced and busy city. We draw deeply from the contemplative and monastic traditions.
2. **Multiracial:** Bridging racial, cultural, economic, and gender barriers. Over 73 nations are represented in our community.
3. **eMotional Health:** Experiencing transformation deep beneath the surface in order to love God, ourselves, and others well.
4. **Marriage to Christ:** Shaping our lives out of deep relationship with Jesus first, whether we are married or single.
5. **Missional:** Offering the gift of our true selves to the world.

We strive to create a culture on our staff team of fun, autonomy, and integrity, where people have the freedom to experiment, make mistakes, learn, and grow in both their inner life (their journey with God) and their outer life (their skills and role in the organization).

YOUR ROLE AS TECH COORDINATOR

Are you constantly learning and tinkering with new technologies, whether on or off the job? Do you love researching and improving Audio/Visual (AV) and IT systems in organizations? Do you value network and server [uptime](#) and high-quality audio and video? Do you get excited about working with others in these areas and galvanizing team spirit to tackle projects and see results? We are looking for someone who will take the lead in our tech area, which includes both AV (sound, video, projection, lighting, and related equipment for our Sunday Services and events) and IT (providing support to our users and maintaining our network & server infrastructure). We need someone to give excellent leadership to an area that's growing at a fast pace as we strive to improve our tech experience across the board.

Your role would be to:

1. Recruit and lead your team of tech volunteers in a way that fosters a spirit of service, commitment, community, and creativity, empowering team members to make significant decisions and take action rather than doing everything yourself.
2. Maintain, document, grow, and make strategic improvements to the network, server, AV, and phone infrastructures in our building, as well as the cloud services we utilize, as our needs evolve over time.

3. Work alongside our Worship Pastor to support the rest of our worship team. Schedule sound and video volunteers for Sunday services and other New Life events as requested. Manage our live stream on our website and Facebook Live account.
4. Provide staff with technical support for their computers, and provide both staff and volunteers support and implementation coaching for key software tools, such as our church management and printing accounting systems.
5. Provide staff with assistance in complying with IT standards (e.g. PCI-DSS) and best practices; triage and respond to IT outages and security incidents when they arise.
6. Manage our tech vendor relationships, such as with our Internet service provider, evaluating, updating, renewing, and terminating contracts as appropriate.
7. Purchase and maintain IT and AV hardware and software and manage the budget for the tech area, in conjunction with our Worship Pastor and administration team.

This role may be an especially good fit for you if you:

1. Have technology on the brain and love working with the intricate details of complex technical systems.
2. Understand the importance of high quality AV and its contribution to a successful event.
3. Enjoy recruiting and leading a team of volunteers - developing relationships with them, celebrating their successes, and coaching them through their challenges.
4. Love working creatively within constraints to serve the needs of our ministry teams! We want someone who is willing to get their hands dirty and think outside the box given our limited space and resources.
5. Enjoy the challenge of solving urgent problems quickly when they arise, and performing necessary maintenance on systems while still providing maximum uptime.
6. Like juggling a range of long-term strategic projects, balancing them against urgent, short-term needs.

Full-Time Position: This position will require an average of 40 hours/week. You'll report to our Director of Administration.

Schedule: You'll need to work on Sundays (8am - 2:30pm) and during our Thursday night worship rehearsals (7pm - 9:30pm). Other hours are flexible, though you'll need to be available to address IT emergencies (e.g. network and server outages) during times you hadn't planned to work, and may need to schedule some work (e.g. server maintenance) for off-peak times.

Compensation: Annual salary of \$40,000 - \$50,000.

Benefits: Health insurance, matching retirement contributions, paid vacation time, and personal silent retreats (we call them Days Alone With God).

If this description matches your skill set and gets your blood pumping, we'd love to hear from you. Please send your resume and a cover letter to techcoordinatorsearch@newlifefellowship.org.