



JOB DESCRIPTION

Title: IT & AV Assistant	Status Category: 5
Departments: Communications & Production	Staff Category: Part-Time
Supervisor: Vinny Cesar	Administrative Pay Method: Hourly
Work Hours: 20-25 hours weekly	Job Description Updated: 3/17/2022

POSITION SUMMARY

Community Christian Church (Community) is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a believer in the Lord Jesus Christ, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community your church home, the place where you worship and serve.

We seek a talented, experienced Christ-following Part-Time IT & AV Assistant working in the range of 20-25 hours a week to assist the Communications and Production departments of Community. The IT & AV Assistant will exercise good judgment and confidentiality in various situations, demonstrate verbal communication, administrative and organizational skills, and maintain a balance among multiple priorities as you provide support functions under the leadership of the Director of Communications & Technology.

WEEKLY RESPONSIBILITIES

Saturday & Sunday responsibilities:

- Monitor and troubleshoot lobby sound system
- Assist Kids and Students with iPad check-in system
- AV support for Kids and Students for sound systems, video systems, etc.
- Turn on Lobby TVs & troubleshoot issues with digital signage
- Troubleshoot issues with internet connection and WiFi
- Troubleshoot issues with POS system for Bookstore and registration for events using Square device
- Troubleshoot issues with Spanish translation receivers
- Will be available by radio or text message
- Run tech or provide tech assistance for Saturday events – Starting Point,



Discovering Community, Women's Ministry events, Kids & Students events, etc.

Weekday responsibilities:

- Provide assistance to the Director of Communications & Technology with IT issues, including installing software, setting up and troubleshooting issues with computers, WiFi network, etc. May involve work at our Pompano Beach campus.

Weeknight responsibilities:

- Run tech or provide tech assistance for Starting Point, Discovering Community, Baptism Classes, etc.
- Provide assistance for staff & other teachers with technology for their LifeGroups and classes.
- Run tech or provide tech assistance for Women's Ministry studies in the Auditorium & other midweek events: Starting Point, Discovering Community, Baptism Classes, etc.

Other responsibilities:

- Sound, AV, and/or tech support for weddings, funerals, etc.
- Program and monitor digital signage

EDUCATION

- Bachelor Degree preferred
- Previous experience 3-5 years in lieu of a degree
- Minimum Education: A high school diploma or GED equivalent required

EMPLOYMENT AT-WILL

All employees of CCC are at-will, as such, are free to resign any time without reason. CCC likewise retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of Community has any authority to enter into



any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all Community staff members are in agreement with the vision, values, and Statement of Faith of Community and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at Community are expected to embrace a high biblical standard of personal conduct and lifestyle, both public and personal.

Employee Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____