

Responsible to: Director of Technical Arts & Production

Status: Part-time, Hourly

General Position Overview: To assist and help lead all technical aspects of our WACC en Español gatherings.

Ministry Responsibilities:

- Respond to communication inquiries regarding Sunday gatherings.
- Responsible for anticipating media, audio and lighting preparation for gatherings and special events as directed by the Director of Technical Arts & Production.
- Communicate weekly with Worship Pastor, Pastor of WACC en Español and Director of Technical Arts & Production.
- Be available for contract work including but not limited to; weddings, memorial services and any special events as directed by the Director of Technical Arts & Production.
- Assist in setup and teardown of audio, video and lighting equipment before and after Worship Gatherings and events.
- Work closely with Pastor of WACC en Español.
- Build, mentor and provide ongoing guidance/training for Tech volunteers
- Be available for ongoing rehearsals in preparation for Sunday gatherings.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Excellent interpersonal skills working with staff and volunteers.
- Strong computer skills especially in Microsoft Office applications, ProPresenter and a willingness to learn other areas of Tech.
- Excellent phone, email, and personal etiquette, as evidenced by a diplomatic, caring personality.
- Fluency in both English and Spanish. Preference is given to native Spanish speakers.
- Good time-management, organizational, and leadership skills.
- Ability to prioritize and multi-task, using effective time management skills in a fast-paced environment.
- Excellent attention to detail and organizational skills.

Working Church Staff and Volunteer Relationships:

- Report directly to the Director of Technical Arts & Production.



JOB DESCRIPTION:
WACC en Español
Production Assistant

- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor.
- Participate in departmental meetings with volunteers and/or support staff as directed by the Director of Technical Arts & Production.
- Participate in Senior Pastor designated “all-in” church wide (volunteer) events (i.e. Easter, Christmas, VBS)
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook.
- This is a part time, 8 hour per week position.