

Fairview Village Church of the Nazarene
Celebrate, Connect, Care

Technology Specialist

Accountable To:

Communications Director and Internet Pastor

Roles and Responsibilities:

As part of the Communications Team, the Technology Specialist will support the team's overall purpose of actively engaging with and raising awareness in the community of who we are and participating in the implementation of all internal and external programming of the church. The role and responsibilities of the Technology Specialist include, but are not limited to:

- Church app administration and maintenance
- Ongoing design, programming, and implementation of church website
- Search Engine Optimization for websites, events, and church advancement and promotion
- Internal forms design using Google tools and other forms design programs
- Review diagnostics and assess the functionality and efficiency of systems
- Social media and website analytics review (and decision-making based on results)
- Support the implementation and moderation of: online services, virtual small groups and engagement, online classes, resources, and programming
- Assist in designing the look and feel of dynamic and static online content
- Participate in researching and implementing technologies for online church that will expand reach across platforms
- Assist in researching tools, analytics, best practices, and benchmarks to design content and programming to reach target demographics
- Assist in selecting social media tools and resources for implementation
- Assist in the external communications efforts of the church
- Advertising implementation
- Collaborate in strategy development for marketing and communications programming, campaigns, and events
- Weekly report creation for mass emailing of churchwide newsletter
- Other tasks as assigned by supervisor

Skills and Core Competencies:

- Excellent written and verbal communication skills
- Proven ability to design, develop, and maintain websites
- Ability to edit videos, online stories, and social media tools and platforms
- Ability to analyze and interpret social media analytics
- Ability to do basic digital photography
- Ability to manage a flexible schedule, task-switch and prioritize daily workload
- Advanced knowledge of and proficiency using Microsoft Office Suites, Google Docs, Zoom, Instagram, Facebook, YouTube, Messenger, etc.
- Flexible and adaptable to change
- Self-directed, self-starter with exemplary planning and time management skills
- Ability to participate in medium- and long-range planning in collaboration with Communications team
- Collaboration and teamwork: Ability to work collaboratively with the Communications team, Admin

Hub, pastoral and operations staff

- Decision-making: Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks

Work Schedule

- Monday – Thursday; 9:00am-4:30pm (30 hours per week)
- Occasional work on Fridays and Saturdays
- Sundays are our regular church service days where this role may be needed to support online moderation and other virtual activities

Work Ethic and Other Requirements

- The office opens at 8:30 a.m.
- Must be a professing Christian in word and deed
- Comply with FVCN employee manual and Staff Playbook
- Must be or be willing to become a regular attender/member of Fairview Village Church
- Attend at least one service per week as worshiper
- Embrace FVC philosophy, vision and mission as defined by leadership
- Participate in a small group associated with FVC and its mission
- Required participation in scheduled weekly staff meetings and ad hoc meetings

Environment Conditions:

- Works Primarily indoors.
- Occasional exposure to steps, stairs and uneven surfaces.

Review:

- Annually with interim, mid-year evaluation.

How to Apply:

If you are interested in being part of a vibrant, Christian community as a Technology Specialist, please email your resume **and** cover letter to LeTonya Clark at LeTonya.Clark@fvcn.org (no phone calls please).

NOTES:

- We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.
- Applicants invited to interview will be contacted within two weeks from the date of statement of interest and resume receipt.
- This position will remain posted until filled.