Tech Support Specialist and Educator, Temporary Position
Berkeley Chinese Community Church, United Church of Christ
2117 Acton Street, Berkeley, CA 94702
(part-time, 10-15 hrs/wk)

Help us grow! We are seeking a temporary Tech Support and Educator as we continue to upgrade our ministry digitally. Currently, this position is 100% virtual. Our hope is that this temporary position may develop into a regular part-time staff member.

Berkeley Chinese Community Church (BCCC) is an open-hearted Christian congregation. Currently, because of the Shelter in Place, our activities are limited to online worship and gatherings. While we eagerly await returning to in-person worship and activities, we will continue to use online tools in the future and are open to learning new and evolving apps and platforms.

**Hours:** Weekly Sunday afternoon service, weekly classes, regular meetings with Lead Pastor, as well as occasional meetings with Personnel Committee or Council, and support for special events on weekends or evenings.

**Compensation:** Commensurate with experience.

**Essential Duties and Responsibilities:**
- Offer tech support and train staff and church members on how to utilize Zoom, Dropbox, and YouTube with patience and professionalism.
- Serve as tech host for weekly Sunday Gathering on Zoom (2pm) and other online events as needed.
- Provide content posting on Facebook and YouTube.
- Assess and make recommendations on our current Wi-Fi set up and other digital equipment.
- Maintain and trouble shoot church computers, including printers and other digital equipment.
- Develop and provide potential technological upgrades – including organizational email, member database, website, online giving, virtual worship, social media outreach, and worship graphics.
- Initiate purchases, installation, and training for new apps and platforms.

**Minimum Qualifications**
- High school diploma and two years post-secondary education
- Knowledge and two years' experience using MS Word, Excel, PowerPoint, Dropbox, Zoom, Facebook, YouTube, or comparable tools, including website and blog platforms
- Experience teaching communications technology
- Solid writing and communications skills, particularly online content
- Able to lift and comfortably carry 30 lbs.

To apply, please send a resume and cover letter to Dorene Louie at dalouie8@yahoo.com.

Background check required, along with references to be provided if offer is extended.