

UUCP Congregation Sunday Zoom Tech

Position Overview:

We are seeking a reliable and tech-savvy individual to manage the technical aspects of our hybrid Sunday services. This includes setting up and managing our Zoom connection and linking it to the on-site television system so that in-person attendees and online participants can fully engage in the service.

Our services are held at: The Bristol Assisted Living at Englewood, 412 S Van Brunt St, Englewood, NJ 07631

Key Responsibilities:

- Shift 10AM - 12:30 Sundays
- Required to supply own computer
- Arrive by 10 AM to set up and test AV equipment. Service begins promptly at 10:30
- Launch and monitor Zoom meeting, ensuring high-quality audio and video.
- Connect Zoom to the venue's TV or projection system for seamless viewing.
- Troubleshoot any tech issues quickly and calmly. Manage and remove zoom intruders if need be.
- Coordinate with service leaders to ensure all multimedia needs are met.
- Stay through the end of service and assist with shutting down and packing up equipment.

Qualifications:

- Experience with Zoom and basic audio/visual equipment.
- Reliable transportation and punctuality are a must.
- Ability to troubleshoot under pressure and maintain a calm presence.
- Familiarity with Mac/PC, HDMI, smart TVs, and external microphones/speakers a plus.
- Interest in supporting a welcoming, inclusive spiritual community.

Shift: 2.5 hours (Sundays)

Hourly Rate \$30 (Total for shift \$75)

To Apply:

Please contact Jonathan King, tech@uucpalisades.org and submit a cover letter with a brief statement of interest and experience.

Please let us know if you have any questions.