

Tech Assistant Job Description

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Unitarian Universalist Fellowship of La Crosse (UUF-LaX)
401 West Avenue South, La Crosse, WI 54601 (608) 796-9993

Position Title: Tech Assistant, Part Time

Reports to: Board of Directors, Congregational Administrator

FLSA Status: Non-exempt, hourly, no benefits.

Compensation: \$16/hour

Hours: Sundays 9:00 AM - 12:00 PM (Often done by 11:30 AM, but occasional after-service tech needs may be scheduled) (Up to 3 hours/week; 126 hours/year)

Starting Date: As soon as possible

SUMMARY: The Tech Assistant is responsible for setting up and running the technology in the building for multi-platform (on-site and Zoom) services on Sunday mornings. Training and support is provided, but applicants should be comfortable working with technology. Perfect for students or anyone looking to learn how to use streaming technology! Expected to work most Sundays, but there are some mornings when tech will not be required (especially in the summer months), and a substitute tech assistant can be scheduled as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Arrive at 9 AM to set up equipment and run through the morning's program.
2. Troubleshoot any tech issues that arise during setup.
3. Complete mic and camera checks.
4. Host the service's Zoom meeting.
5. Run the OBS (Open Broadcast Software) program during service.
6. Monitor audio and Zoom during service. Keep an eye on the Zoom chat and provide assistance as needed.
7. Monitor after-service Zoom "coffee hour".
8. Put away all equipment.

SKILLS AND REQUIREMENTS:

- Ability to learn new technologies and software with training
 - Some experience with Zoom and/or OBS preferred but not required
- Maintain full understanding of audio-visual equipment with training
- Strong organizational and people skills
- Patience and the ability to follow troubleshooting instructions
- Punctuality and reliability

Employment will require a criminal background check. A pending criminal background charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, UU Fellowship of La Crosse does not discriminate on the basis of arrest or conviction record.