



Job Description

Job title	<i>VCCC Technical Specialist (Part-time)</i>
Reports to	<i>People Lead Pastor of Church Plant</i>

Church Background

Vaughan Christian Community Church (VCCC) is a Church planted by [Richmond Hill Christian Community Church](#) (RHCCC). VCCC is the thirteenth Church in the [Association of Christian Evangelical Ministries \(ACEM\)](#) family. Our Church is a Multilingual, Multicultural, and Multigenerational Purpose Driven Missional Church for the Unchurched and the Committed. To learn more about VCCC, visit <http://www.vaughanccc.ca/>

Position Objectives

Reporting to the VCCC People Lead Pastor of Church Plant, RHCCC and working closely with the volunteers to provide reliable quality support service. The incumbent will provide reliable quality IT and technical audio-visual support service to Vaughan Christian Community Church (VCCC), ministries and other user groups with the common goal to bring glory to God.

Scoop of responsibilities

Technical Support

- Technical training of end users
- Volunteer coordination
- Manages all IT & A/V related hardware and software for VCCC.
- Maintains completed and updated lists of hardware and software.
- Manages licenses and make sure all software used are legal and satisfy license requirements.
- Creates procedural manual for day-to-day operations.
- Co-ordinates with various departments on hardware and software usages.
- Establishes rules and regulations in hardware and software usages, including usages outside of VCCC premises.
- Recommends new / replacement hardware and software for VCCC day-to-day operations.
- Prepares annual budgets for IT and A/V under General Management.
- Establishes and maintains VCCC membership and attendance databases.
- Establishes and maintains VCCC local area network.

Communication Strategy

- Maintains & Develops VCCC website.
- Develops and Implements VCCC physical and digital communication strategies.

Qualifications

- Communicate in Verbal and Written English. Communicate in Mandarin and Cantonese will be an asset.
- Mature Christian wanting to respond to God's love by serving Him with joy and dedication.
- Committed to VCCC – a VCCC member or planning to be a member.
- Responsible, reliable, a team player.
- Ministry-oriented and open mind.
- Possess knowledge of IT & AV systems and equipment.
- Possess a passion in dealing with AV technical issues/problem.
- Proficiency in the recent versions of Microsoft Windows, Office and Teams.
- Proficiency in mobile technology and cloud storage systems.
- Proficiency in one or more sound mixing and video editing software.
- Proficiency in one or more video conferencing software.
- Possess valid Ontario G class driver's license, and access to a car.
- Interested in finding & learning new gears that will improve the current system.

Working conditions

Total: 20 hours/week (working hours and time might change due to special program's requirements)

Physical requirements

- Will be required to handle heavy equipment occasionally.
- Will be required to climb ladders to install equipment occasionally.

Approved by:	<i>Samuel Chui, Chair of HR Committee Rev. Julian Wong, People Lead Pastor of VCCC</i>
Date approved:	<i>March 22, 2021</i>