

Southeastern Conference of SDA



Career Opportunity

The office of Technology & Media Services - Director

Posted: June 2019

MISSION STATEMENT: To reach the communities within Southeastern Conference (SEC) with the Christ-centered message of hope and wholeness.

TAGLINE: Sharing Hope, Restoring Wholeness

PRIMARY CUSTOMERS: Constituents of Southeastern Conference

JOB OVERVIEW

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	Location:	Conference Headquarters in Mt Dora, FL
	Base Scale:	Commensurate SDA salary scale based on experience and qualifications
	Classification:	Full-Time
	Industry:	Church-based organization
	Job Type:	Technology and Media services
	Req'd Education:	Master's degree in Technology, Media Services, or a relevant field preferred, however a Bachelor's degree with 5-7 years of experience within the required field is acceptable

GENERAL SUMMARY: The Technology/Media Services Director coordinates the activities of the Technology/Media Services Departments of the Conference and serves as advisor and facilitator to all areas of the Technology/Media Services and Technology program in the Southeastern Constituency. The Technology Department is to use and promote the use of all modern communication technology, media, and techniques in the most effective manner for the swiftest promulgation of the everlasting gospel within the territory of SEC. The Technology and Media Services Director is responsible for directing the administrative activities of Technology and Media Services Department in accordance with Southeastern Conference policy and objectives and in harmony with the beliefs of the Seventh-day Adventist Church. The selected individual must be dedicated, competent, and hardworking who will serve as advisor and facilitator to all areas of the Technology and Media Services programs and initiatives within the Southeastern Constituency. This position provides support services for Southeastern Conference headquarters as well as churches, schools, and other institutions within the SEC constituency.

ESSENTIAL JOB FUNCTIONS:

- Developing Technology and Media Services plans and materials that help the organization fulfill and effectively communicate its mission, vision, and strategic goals.
- Organizing annual training for local church Technology and Media Services leaders and worship production teams, as well as supporting and advising conference administrators on communication-related matters.
- Serving as organization liaison with the Southern Union Technology and Media Services department attending annual advisory meetings and participating in union-wide Technology initiatives and projects.
- Providing oversight through influencing the direction of technology and Media Services within SEC in through increase connectivity. Providing leading-edge technical proficiency, support, maintenance, and development of proprietary church software applications.
- Assisting with maintaining data integrity and ensuring that regular backups and data archiving processes and procedures are in place for Treasury and other departments.

- Organizes coverage of regional and conference-wide events such as camp meetings, youth rallies, and
- Maintains an up-to-date list of all Technology and Media Services directors in the Conference territory
- Provides training to Technology and Media services leaders on a regular basis, providing encouragement, recognition, instruction, and information that may be used in their local news media outlets.
- Assists administration and department directors in strategic planning for the future growth of the Conference taking into account member and public attitudes, trends, demographics, and promotional strategies.
- Assists Communications Directors in the design and development of posters and banners for Conference meetings and departmental functions.
- Develops and maintains an effective follow-up database for interest generated by broadcast, webcast, and Bible correspondence school courses.
- Seeks to promote growth of audiences for major denominational broadcasts.
- Sets up and operates or arranges for adequate public address systems/sound system at Conference sponsored gatherings.
- Sets and operates audio-visual and video recording equipment at Conference-sponsored gatherings/Events.
- Completes an After-Action Report and submit a copy to the president after each event.
- Resolves technical and non-technical issues within conference office.
- Performs other duties as assigned by the president or other Conference Officers.

EDUCATION / KNOWLEDGE/ EXPERIENCE:

Master's degree in Technology, Broadcast, Film/TV Production, Media Services, or a relevant field with work experience is preferred however, a bachelor's degree with 5-7 years of experience within the required field is acceptable.

- Knowledge in Information Technology (IT): managing operations, networks, and end user support systems preferred
- Video, video-editing, photography, and website development skills are required
- Must have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere
- Knowledge of church structure and organization, including committee procedures, etc.
- Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances.
- Must be able to speak English fluently, bi-lingual or multi-lingual preferred
- Must be prompt and dependable and be able to work within deadlines
- Practice confidentiality
- Must maintain a current driver's license and have reliable transportation
- Must be able to work with little or no supervision.
- Be able to pass a background check
- Must be a baptized member of an SEC church or must be willing to transfer membership.

To apply for this job opportunity

Please submit your Resume/Curriculum Vitae, along with a cover letter, to:

Dr. Nicola McClymont, Human Resources Director
Southeastern Conference of Seventh-day Adventist
1701 Robie Avenue
Mount Dora, Florida 32757

or send via E-mail to: nmcclymont@secsda.org

THE SOUTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS IS A CHRISTIAN FACILITY. ALL EMPLOYEES ARE EXPECTED TO POSSESS CERTAIN CHARACTERISTICS AND QUALIFICATIONS AND TO COMPLY WITH THE POLICIES, RULES, AND PROCEDURES OF THE ORGANIZATION.