

Job Title: Digital Integration Specialist

Revised January 2024

The Details:

This part-time position offers 20-25 hours per week with flexible work hours to be negotiated with your supervisor. The hourly rate ranges from \$22 to \$25, dependent on experience and qualifications. Reporting to the Director of Finance and Operations, you'll be an integral part of the team focusing on digital solutions that enable our diverse programming.

The Opportunity:

As our Digital Integration Specialist, you won't just navigate the digital landscape; you'll be a mastermind orchestrating connections. At the forefront of our digital initiatives, you'll shape the way we engage with our community, fostering an environment of innovation, belonging, and collective progress. Utilizing various digital tools, you'll have the opportunity to inform, connect, and inspire in the spirit of courageous love.

About Us:

At Foothills Unitarian, we're not just building a community; we're building a movement. Our culture blends fun, care, and hard work within an agile team. Engage in meaningful social change, foster innovation, and enjoy our Colorado business casual environment. We're about learning, growing, and seizing every challenge as an opportunity to evolve. Join us in building a community where joy and gratitude drive our mission of unleashing courageous love.

Your Role:

Lead A/V Support: Be the foundation behind our audio/visual experience. Provide support for weekly events, services, and activities – from setting up to troubleshooting. Your magic extends to occasional evening hours. Collaborate closely with our volunteer AV team to ensure top-notch quality at every event.

Online Ministry: Fuel our online ministry initiatives by becoming the digital heartbeat of our community. Dive into virtual community hubs, social media, and content distribution. Work hand-in-hand with the Communication Specialist to amplify our digital presence through innovative systems. Oversee podcast production, manage schedules, and ensure episodes hit the airwaves on time.

Data Quality: Become the wizard behind Planning Center Online, our CRM backbone. Ensure data fidelity, by keeping data accurate and up-to-date.

Systems Innovation: Utilize workflows and other digital solutions to help our organization scale regular processes for mass impact and individualized experiences.

YouTube and Google Administration: Take charge of our virtual stage – conduct thorough cleanup and administration of our YouTube and Google platforms. Ensure our digital footprint is optimized and information is not just current but captivating.

Other Responsibilities: Work well with others on our dynamic team. Participate in meetings, collaborate across various teams, and occasionally lend your expertise to support event management. As a member of the UU Church Administrators professional organization, uphold the highest standards of professional conduct.

What we're looking for:

Digital Aptitude and Rapid Learning: You possess a natural flair for all things digital and have the uncanny ability to swiftly acquire new skills. The digital realm is your playground, and you thrive on staying ahead of the curve.

Audio/Visual Expertise: You're tech-savvy; you have basic understanding, strong intuition and are willing to learn the nuances of audio/visual equipment and support.

Video Editing: Video editing isn't just a skill; it's your art. You are familiar with video editing software and can weave visual narratives that captivate our digital audience.

SEO Strategist: Unlocking the secrets of SEO is your forte. You understand the art of attracting a digital audience and know how to make our content shine in the vast online landscape.

Podcast Enthusiast: You have a genuine interest in podcast production and management, ensuring that our voice is heard far and wide. Prior production experience is a plus.

CRM and Data Management Pro: You have hands-on experience with data management, contributing to the smooth flow of accurate and up-to-date information.

YouTube and Google Expert: You understand online tools and can help organize a vast library of resources in logical categories, and for ease of interaction.

Fearless Learning: We want you to be curious and willing to try new strategies. Don't be afraid to fail; instead see it as a step towards innovation.

Ownership: This work is important, and we want you to take it seriously, while using your skills to help us innovate. It's an opportunity to take charge and drive strategies that leave a mark.

Passion for Social Change: Our mission is courageous love; bring your passion for making a difference and advancing progressive values.

How to Apply:

If you think this is a fit for you, we'd love to hear from you. Send your Resume/CV, cover letter, applicable work examples to apply@foothillsuu.org. Don't just tell us; show us why you're the right fit for our work and team.

Foothills Unitarian is an equal opportunity employer. We encourage applicants from all backgrounds to apply. Church members are not eligible for application.