



JOB DESCRIPTION *(updated October, 2021)*

Zoom Host

ABOUT THE POSITION

The Zoom Host is responsible for being the primary Zoom host of our 10:00 Hybrid Worship service.

ABOUT FPC PALO ALTO:

We are a Christian church affiliated with the Presbyterian Church USA. We are a justice-seeking, LGBTQIA+ affirming, intellectually curious congregation that cares deeply about one another, the Palo Alto community, and the world.

More can be found at www.fprespa.org or @FPCPaloAlto on most socials.

THE DETAILS:

This position is a local position that requires 6/hours per week including Sundays, 8:00-noon. This position is compensated at \$25 per hour. A smartphone and computer are required, but we will provide \$50 per month to cover phone, internet, and computer use. Because this is an unique setting for the use of Zoom, you will be provided with ample training and support by your supervisor, other staff members, and the Music and Worship Ministry Team.

You will be supervised and trained by Rev. Bruce Reyes-Chow, Pastor and Head of Staff.

HOW YOU WILL SPEND YOUR TIME WITH US AS ZOOM HOST

While you will have plenty of hands to help, you will be the primary person in charge of the following:

- *Host:* Operating as the main host for the 10:00 zoom which primarily includes coordinating with leadership in the use of the google slides through the Host's shared screen.
- *Preparation:* Spending a few hours each week familiarizing yourself with Sunday slides. This also includes set-up on Sunday morning of multiple cameras and a/v connections.
- *Collaboration:* Working with other staff and volunteers.
- *Multspotlighting:* Switching between various spotlit and gallery views.
- *Breakouts:* Launching and troubleshooting breakout groups after the service.
- *Security:* Maintaining awareness of possible security issues during the service.
- *Troubleshooting:* Maintaining Zoom upgrades on all devices

COMMITMENTS AND QUALIFICATIONS:

- You are committed to LGBTQIA+ affirmation, antiracism, gender equity, and general inclusion.
- You find joy and meaning in using your technological and computer skills.
- You are calm in the midst of intense and fast-paced multitasking projects.
- You collaborate well with staff colleagues, congregational volunteers, and community partners.
- You have experience using Slack, Zoom, Google Docs, and Google Slides.

HOW TO APPLY (DEADLINE OCTOBER 29, 2021):

Send a cover letter, resume, and qualifications to: Director of Operations, Dr. Chyrise King, jobs@fprespa.org.