The Greater Allen AME Cathedral of New York

Digital Assistant

Department: Communications
FLSA Status: Non-Exempt
Base Hourly Rate: $26.40

Job Status: Part Time
Reports To: Director of Communications
Amount of Travel Required: Min 4-5 days annually

Work Schedule: 20 hrs. per week.
 Sunday, Wednesday evening
Onsite. Varied weekdays remote. Special events onsite.

Positions Supervised: N/A

POSITION SUMMARY
The Digital Assistant will provide technical and strategic support to the Communications Department, assisting with the integration, maintenance, and optimization of digital platforms and tools. These platforms include, but not limited to, ProPresenter, Brushfire, Mobile App, etc.,

ESSENTIAL FUNCTIONS
Essential Functions Statement(s)

Digital Tech:
   Assist the with the running of the technical infrastructure supporting digital communications, Presentation applications, Event platforms, Streaming services.

Presentation Assistance:
   Software Operation: Operate presentation software (ProPresenter) during live events to manage slides, videos, and other media.
   Technical Support: Set up and maintain computer streaming equipment. Will assist with management of software updates, backups, and digital security protocols for communications systems.
   Content Management: Prepare and organize media content for live streaming and presentations. Support live streaming services, multimedia content creation, and online event platforms.
   Troubleshooting: Diagnose and resolve technical issues during live events. Analyze digital performance metrics and generate reports to guide communication strategies.
   Coordination: Work with production teams to ensure smooth operation of live streams.
   Quality Control: Ensure the quality and consistency of the streamed content.
   Training: Assist in training team members and volunteers on the use of Presentation software (ProPresenter) and streaming equipment and best practices.
   Personal development: Stay updated on emerging digital trends and recommend innovative solutions to enhance communication efforts

Digital Event Administration:
   Events: Coordinate, and execute digital events requests such as webinars, virtual conferences, and online workshops.
   Ticketing / Registration: Use digital platforms (Brushfire) to manage registrations, ticket sales, and attendee engagement.

POSITION QUALIFICATIONS
Competency Statement(s)
Competency Statement(s)
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Detail Oriented – Keen ability to pay attention to the minute details of a project or task.
- Team Player - Ability to be lead and follow leadership.
- Communication Skills -
- Reliability - The trait of being dependable and trustworthy.
- Working Under Pressure - Ability to complete assigned tasks in stressful situations.
- Flexibility - Ability to adapt and respond to the changing environment.
- Time Management - manage time and schedules well and meet deadlines consistently. Effective multi-tasking to meet deadlines.
- Confidentiality- ability to exercise discretion and keep information confidential.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Innovative - Ability to look beyond the standard solutions.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which long-range goals can be achieved.

SKILLS & ABILITIES
Education: A degree in media, Communications, IT, or a related field is preferred.
Technical Skills: Proficiency with presentation and event administration software / applications. Preferable ProPresenter software, Brushfire, and live streaming equipment.
Event Admin. Skills: Event planning, digital marketing, familiarity with event management software, and strong organizational skills.
Experience: Previous experience in live streaming or digital production is beneficial
Computer Skills: Mac OS X Microsoft Office Applications Nortel Phone System

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	F (Occasionally)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	**Push/Pull**	
Climb	O (Occasionally)		O (Occasionally)
Crawl	O (Occasionally)	12 lbs or less	N (Not Applicable)
Squat or Kneel	O (Occasionally)	13-25 lbs	N (Not Applicable)
Bend	O (Occasionally)	26-40 lbs	
		41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT: Two Level Production Booth with controlled atmosphere.

I understand that The Greater Allen AME Cathedral of New York employs me to perform the duties of Digital Assistant in line with the attached job description. The Greater Allen A.M.E. Cathedral of New York has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I agree that this job description in no way can be seen as a contract of employment. I am aware that my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of me or The Greater Allen A.M.E. Cathedral of New York.

Name:_____

Signature:_____

Date:_____

_-