

## **Los Angeles Mission, Inc. Job Description**

**Job Title:** Audio Visual Coordinator  
**Department:** Men's Resident Ministries  
**Reports To:** VP of Men's Program  
**FLSA Status:** Regular, Full Time, Non-Exempt  
**Grade Level:** 6  
**Prepared By:** Human Resources Department  
**Prepared Date:** September 2017

### **SUMMARY:**

Demonstrates Christ-like behavior in all areas of duties and responsibilities. Using Audio/Visual production to extend the outreach of the Los Angeles Mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops the Los Angeles Mission Audio/Visual program, training and use, and equipment maintenance and upgrade
- Setup and Provide support for teaching staff of Programs
- Setup/Run Sound and Video for Graduation Ceremony 3 times a year
- Setup and Provide support of the 4 Community Events each year
- Produce Video for Graduation: Before/After
- Produce Video for Graduation Trip
- Manage/train students for both Spanish/English Service throughout the week
- Provide AV support to Development Office
- Provide AV support to ELT
- Work in cooperation with Information Technology
- Provide AV/Tech Support for all special events as assigned not limited to Sierra Pacific Conference, Mother's Day, Father's Day, Blessing Breakfast, Staff Picnic and Honors Night
- Produce educational videos for Los Angeles Mission job training
- Other duties as needed

### **SUPERVISORY RESPONSIBILITIES:**

Supervise program students working on Audio-Visual activities.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Associate's Degree (A. A.) or equivalent from two-year college or technical school, or one to two years related experience and/or training, or equivalent combination of education and experience.

**TECHNOLOGY SKILLS:**

Computer literate required. Must minimally be able to operate Microsoft Word Excel or other spreadsheet software, Microsoft Outlook, and internet-based applications like Paychex Flex Time & Payroll Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current driver's license.

**LOS ANGELES MISSION EVENTS:**

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of his job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel., reach with hands and arms, and climb or balance. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl, and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high, precarious places, and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate, sometimes loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date