

Production Tech Coordinator

Westwood Church – Prince George, British Columbia

Position Details

Job Title: Production Tech Coordinator

Employment Type: Part time, 6 to 12-month term (10 hrs per week)

Reporting to: Worship Pastor

Compensation & Benefits

- \$27.00 per hour
- Vacation, sick days, and stat holidays as per BC *Employment Standards Act* for term employees

Why You Will Love Serving Here

At Westwood Church, we believe that following Jesus changes lives! For over 65 years, Westwood has been part of the Prince George community, and today we are a vibrant, multi-generational and multi-ethnic church passionate about helping people grow in faith and experience the love of Christ.

You'll find a church family that values authentic relationships, joyful worship, and faithful teaching of God's Word. We are a community shaped by an Anabaptist heritage that emphasizes teamwork, shared ministry, and equipping every believer to live out their gifts and calling.

Westwood is also deeply connected to our city. Through ministries like our Microchurches and Oasis ESL Ministry, we love welcoming people from all walks of life. Our church includes families, singles, youth, seniors, and newcomers — and we love doing life and ministry together.

The Kind of Team Member Who Thrives in this Role

- Loves Jesus and is constantly growing in their relationship with Him
- Is committed to Christ's authority and obedience to God's word
- Has a genuine heart for the local church
- Understands the church mission and views their role as a ministry
- Has significant experience with livestreaming equipment that combines live switching, streaming, recording, graphics, and audio mixing into one system (i.e., TriCaster®)
- Demonstrates experience with Church Online Platform (livestreaming), YouTube (video posting), and Adobe Premier (video editing) or similar programs
- Has familiarity with Planning Centre (or similar software)
- Brings creativity, initiative, and organizational skills
- Enjoys building teams and helping others use their gifts
- Values collaboration and shared ministry
- Is in agreement with the [Mennonite Brethren Confession of Faith](#) and [Westwood's mission, vision, and values](#)

What You'll Be Responsible for Includes

- ✓ Recruiting, training, and supporting Livestreaming and Visual Tech Team members for Sunday services and events
- ✓ Scheduling Visual Tech and Livestream Teams for Sunday services
- ✓ Overseeing and troubleshooting Sunday morning Livestreaming and Visual Tech
- ✓ Editing and posting Sunday morning worship services
- ✓ Coordinating order of service communication between the Sunday AM pastors / elders and Worship Leader and ensuring Teams have final order of service
- ✓ Ensuring sermon slides, song slides and announcements loops are converted for use on Sunday and kept up to date (by team members and directly as needed)
- ✓ Creating and maintaining process videos and procedure documentation related to the ministry
- ✓ Providing other appropriate related support as needed

Please submit your cover letter, testimony, and resume to holly@westwoodchurch.bc.ca

Application deadline: April 20, 2026