



COVENANT CHURCH

Covenant Church has an immediate opening for an experienced **Production/Print Technician** to serve at our **Carrollton** campus. This is a full-time position working approximately 40 hours/week (Monday – Friday 9 am to 5 pm with some Saturdays as needed).

Please note, the job description below represents the major tasks and duties. This is not intended to be an exhaustive list of all the responsibilities. Therefore, the individual may perform other related tasks as deemed appropriate.

Duties include, but are not limited to:

- Operating both digital and large format production printers:
 - **XEROX COLOR C70 PRODUCTION PRINTER**
 - **MIMAKI CJV-150-160 SOLVENT PRINTER AND CUTTER**
 - **HP DESIGNJET Z6600 AQUEOUS PRINTER**
- Finishing printed products such as, laminating, cutting, mounting, folding, binding, saddle stitching, etc.
- Installing graphics as needed
- Organizing and maintaining production work flow
- Keeping the production department clean and organized
- Communicate with vendor on any printer/software issues to help maintain printer operations and limit downtime
- Running errands or deliveries as needed
- Other duties as assigned

Knowledge/Skills Required:

- **Ability to operate the following production printers: a) XEROX COLOR C70 PRODUCTION PRINTER, b) MIMAKI CJV-150-160 SOLVENT PRINTER AND CUTTER, and c) HP DESIGNJET Z6600 AQUEOUS PRINTER**
- Detail oriented and capable of high volume of multi-tasking
- Strong written, verbal and organizational skills
- Must have working knowledge of MS Office (Word, Excel, Power Point)
- Customer service oriented
- Must be able to maintain the strictest level of confidentiality
- Must be able to work in a deadline driven environment.
- Must possess the ability to produce in a fast-paced environment
- Must possess a “can-do” attitude
- Must exhibit a professional and pleasant demeanor
- Proven experience in office environment
- High School Diploma
- 3- 4 years’ experience
- Non-profit +

Ability to:

- Pay attention to detail and maintain a high-quality finished product
- Understand and follow oral and written instructions and directions
- Prioritize and organize a variety of tasks and responsibilities (multi-task)

- Establish & maintain effective working relationships with all Covenant Church staff
- Communicate effectively
- Problem-solve
- Be reliable and energetic
- Be self-motivated

Take on added responsibilities as needed

Must be/have, but are not limited to:

- Covenant Church member in good standing
- Committed to Covenant Church and the vision of the ministry
- Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
- Committed to ongoing personal spiritual growth
- Willingness to learn new methods and software
- Must be able to work additional hours (as needed)
- Must be able to sit or stand for prolonged periods of time
- Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
- Must be able to continually turn & flex or rotation of the wrist(s), hands, fingers and spine
- Must be able to lift 30 lbs.
- Must be 18 years of age and have valid State Drivers License
- Must pass background/criminal history check
- Must be able to provide proof of eligibility to work in the U.S.
- Bilingual +