

EMS Weekend Tech Coordinator

Affair Recovery is looking for a part-time EMS Weekend Tech Coordinator to join our team as a 1099 independent contractor. The ideal candidate lives in, or can easily commute to, our retreat location in central Texas. Each weekend involves approximately 35 hours of tech coordination from Thursday afternoon through Sunday evening, with food and lodging provided.

What is Affair Recovery?

We are an industry leader in helping people heal after infidelity. Our inspiring programs are research validated, combining a faith-based curriculum with the strength of support groups to provide healing and recovery for both couples and individuals.

Our mission is to restore those in crisis to extraordinary lives of meaning and purpose. In order to continue providing hope to those impacted by infidelity, we need to grow our team with people who share our mission and enthusiasm. We are looking for a detail-oriented, connection-minded individual to join our talented and passionate team. If a relational company with a cultural norm of appreciation and encouragement appeals to you, read on!

About the job:

This role will help create a production environment where therapists are equipped to effectively deliver resources of hope and healing. This role ensures that both in-person and virtual learning experiences are distraction-free, technically sound, and thoughtfully executed so participants can fully engage without the frustration of poor audio, video or disruptive tech practices.

Your Responsibilities:

- Partner with therapists and session leaders to ensure a seamless and supportive technical environment for live sessions.
- Set up, operate, and troubleshoot audiovisual equipment for in-person sessions, including microphones, projectors, cameras, and sound systems.
- Manage virtual environments including screen sharing, breakout rooms, recordings, and chat moderation.
- Address technical issues calmly and efficiently to reduce stress and minimize session disruptions.
- Create a consistent, professional atmosphere that supports therapeutic content and engagement.
- Maintain and organize equipment inventory; oversee setup and teardown as needed (including proper cable management)
- Ability to learn and operate various production equipment and software:
 - Camera Operation: Demonstrated competence in operating basic camera functions with consistent settings using provided instructions and visual aids.
 - Audio Engineering: Demonstrated proficiency in producing basic but excellent audio environment for the EMSW experience
 - OBS Studio
 - Zoom
 - Keynote
 - Apple products
 - Google Suite (i.e. Google Sheets, Google Docs, Gmail, Chrome, Chat, etc.)

Required Experience and Skills:

- **Exceptional attention to detail:** You are highly organized and committed to accuracy, always reviewing your work.
- **Ability to follow instructions:** Demonstrated capacity to quickly learn and apply detailed procedures from comprehensive training.
- **Ability to perform in a live environment:** Proven agility and social awareness in dynamic settings, enabling quick adaptation to unexpected changes, spontaneous Q&A sessions, crowd interaction, and media changes in live A/V operations.
- **Social Awareness:** A respectful and empathetic demeanor, capable of maintaining professional boundaries while acknowledging and holding space for participants' emotions in sensitive environments.
- **A positive, collaborative attitude:** You are a team player. You enjoy making work fun and contributing to a great team dynamic.
- **A servant-hearted posture:** You are present and flexible, prioritizing the well-being of our participants, therapists, and staff before your own.

Why join us? Work at Affair Recovery is not a job; it's a passion. A passion fueled by the desire to change the world by transforming thousands of lives by restoring their marriages and families.

Work for a purpose instead of just a paycheck:

Step 1: Complete an application: <https://forms.gle/qay5PTEzes4GvkeC9>

Step 2: Email your resume and cover letter to: employment@hope-now.com

Step 3: After you've completed **Step 1** and **Step 2**, we will contact you regarding next steps!