

Position: Print Specialist

Reports to: Communications Director

Job Location: Arden, NC

Position Type: Part-Time, (20 Hours)

Summary of Position:

The Print Specialist plays a crucial role in maintaining and operating our printing equipment to support the ministries and campuses of Biltmore Church. This role ensures that all printed materials are produced efficiently, meet quality standards, and align with the church's mission and values.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision

Essential Responsibilities

- Operate and maintain a variety of printing equipment, including copiers, printers, and large-format printers.
- Monitor and troubleshoot department printing devices to ensure smooth and efficient operations.
- Receive and process print requests from different departments within the organization.
- Schedule and prioritize print jobs to meet deadlines and organizational needs.
- Ensure that printed materials meet quality standards, including color accuracy, branding standards, and alignment.
- Perform or coordinate routine maintenance and cleaning of printing equipment to prevent issues.
- Monitor and manage the inventory of print supplies, including toner, paper, and other consumables.
- Track and document printing costs to charge back to applicable departments.
- Advocate for cost-effective print solutions while maintaining quality.
- Offer guidance on best practices for document formatting and printing and when out-of-house printing is a better option.
- Maintain records of print jobs, supplies usage, and maintenance activities.
- Generate reports on printing activities and costs as needed.