

Job Description

IT Coordinator

SUMMARY:

The IT Coordinator will support the mission and vision of SPC by implementing, maintaining and supporting the Church Management System, phone system and computer applications of the church.

ACCOUNTABILITY and SUPERVISION

Accountable to and Supervised by the Operations Director

RESPONSIBILITIES

1. Church Management System
 - Implement, maintain and support the various features of our Church Management System (ChMS) and its supporting applications
 - Develop an overall plan that will address the needs of all areas of the church and support their ministry goals
 - Monitor and maintain data integrity, ensuring accurate information and reporting
 - Develop appropriate reporting, as needed, for all staff
 - Provide training for all staff
 - Ensure adequate systems documentation
2. Project Management
 - Plan, implement and maintain other church applications and systems, as needed.
3. Support and Maintenance
 - Work with and coordinate support with the IT Consultant, responsible for all desktops, servers and networks
 - Maintain the computer inventory and provide input for the IT budget
 - Coordinate ongoing relations with all system vendors
 - Maintain and support the phone system through training and coordinating office moves and new staff
3. Staff and Committee Participation
 - Attend Staff meetings and other meetings as appropriate
 - Maintain healthy relationships with co-workers and vendors

QUALIFICATIONS

- Personal/committed relationship with Jesus Christ
- BS or certificate in computer science or related field and/or relevant experience in the technology field
- Knowledge of business applications development and support
- Experience working with end-user customers in developing business solutions and training
- Excellent organizational and communications skills
- Ability to work independently and manage multiple tasks
- Flexibility of work hours and willing to be accessible when problems arise

HOURS

Part-time; 20 hours per week, non-exempt