

CityChurch Ministry Position Description

Position Title: Technology Specialist
Job Status: Full Time Hourly/Non-Exempt

Primary Objective: To provide a world class digital experience by serving, problem-solving and maintaining technology to build a solid digital foundation that enables additions, growth and scale-ability for the future and user-friendly functionality now.

Key Job Responsibilities include:

- Completing projects to maintain, implement and improve systems, infrastructure, SAAS, services, data, and other categories of technology
- Maintaining staff digital assets (including but not limited to: devices, subscriptions, services, software web access, programs) to ensure security and compatibility across the organization
- Integrating new technological resources as assigned by supervisor to create efficiencies that drive organizational performance
- Protecting systems, platforms and proprietary & confidential data through a comprehensive network security strategy
- Providing responsive customer service for staff digital needs including but not limited to: software, hardware, systems, and infrastructure
- Supporting weekend technology through a combination of training & empowerment of staff/volunteers, regular presence and weekday maintenance
- Project Management as assigned by supervisor
- Administrative duties as assigned
- Contributing to the development of metrics and goals that will enable insight into progress and frame data driven decisions
- Help team operate within budget and strategy
- Recruit, train, support, and empower volunteers to accomplish the mission of CityChurch

Position Specific Competencies:

- A heart for the lost
- Excellent leadership skills demonstrating the ability to lead others in effective and honoring ways
- Self-motivated and flexible leadership style
- Experienced in the Mac OS environment and common office software
- Knowledgeable of current digital trends
- Technologically oriented
- Experience with media and content creation or audio/video/lighting disciplines is a plus