

Information Technology Coordinator Position Description

Purpose: The Information Technology Coordinator manages the operation of the information technology (IT) system to ensure that the system runs effectively, and plans, administers and reviews the acquisition, development, maintenance and use of computer and telecommunications systems.

Information Technology

- **Computers**
 - Provide day to day assistance to users with computer related problems as needed
 - Provide day to day advice to users on data structures and terminology
 - Establish a control system access and security
 - Maintain networking system
 - Check the system in order to optimize performance and to initiate recovery action after system failures
 - Implement regular housekeeping procedures, including data backup
 - Manage the distribution and retention of data on various storage devices
 - Analyze the information needs of the church and develop technological solutions to satisfy those needs
 - Coordinate system updates and replacement of “old” versions
 - Other IT related tasks as requested
- **Internet**
 - Maintain internet service for all computers
 - Maintain and manage email accounts
- **Web Management**
 - Keep web site information current
 - Post Good News monthly
 - Make suggestions for web site appearance
- **Telephone System**
 - Administer telephone system
- **Administrative**
 - Prepare equipment cost estimates
 - Prepare budget requests
 - Determine current and future IT needs by consulting with the office staff about current work and deciding how improvements could be made
 - Provide training in system use and access for both computers and telephones

Accountability:

- Supervised by and accountable to the Director of Finance and Operations

Requirements

- Must be dedicated to the mission of Christ Lutheran Church
- Must be willing to be a part of a team based ministry
- Understanding of computers, telephone and software systems
- Knowledge of Dreamweaver software
- Knowledge of Microsoft Windows and Office software

Hours: 15 hours weekly – must be flexible due to needs and programming

Benefits

- Benefits and work policies will be in accord with the personnel handbook for Christ Lutheran Church