



JOB POSTING ANNOUNCEMENT

TITLE: **Information Technology Coordinator**

Position Overview:

Lilly Grove Missionary Baptist Church (LGMBC) is excited to announce its search for an Information Technology Coordinator to help further its mission of *Exalting the Savior, Equipping the Saints, Evangelizing the Sinner*. The qualified candidate will be educated, experienced, and a called, dedicated servant for Christ. This full-time Information Technology Coordinator will work under the direction of the Administrative Pastor, as a creative, self-motivated team member who will be responsible for the upkeep, configuration, and reliable operation of all campus servers and computer systems within the church's user network. The position requires that the campus computer systems be routinely maintained with hardware and software upgrades, service installations, user support and troubleshooting. Coordinated trainings, professional representation, and interventions on behalf of (LGMBC) before outside technology firms and campus clients will be a necessary duty for this worker, helping Lilly Grove pursue its mission goals relative to the demands of technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be responsible for hands-on, day-to-day campus-wide IT operations
- Oversee technical projects that align with organizational goals
- Preserve assets by implementing disaster recovery and back-up procedures, information security and control structures regularly
- Perform or supervise all technological installations, maintenance, updates, and repair work on all computerized equipment in the IT network, including web site domain, Wi-Fi hardware and any audio, video computer related equipment that overlap into the main church network
- Support Sunday Worship's success and significance to this body with alert technical awareness for all worship duty staff and the Sunday ministry leaders that rely on technology.
- Recommend strategies, policies, and procedures consistent with matters disclosed by observed, evaluated organizational trends in informational technology
- Accomplish financial objectives respectful of administrative leads by preparing annual budgets; inventory assessments, scheduling expenditures; analyzing variances; and by initiating corrective actions.
- Research, recommend and implement any newer technologies that are approved by administrative leadership
- Manage, maintain, and purchase all IT equipment, including computers, software, and phone systems
- Ensure the most appropriate levels of user access to all sensitive membership information within the database, particularly the financial giving records.
- Prioritize general IT support for church and staff, including network computers, phones, printers and other duties as assigned.
- Communicates regularly with administrative leads and cooperates with ministry parties who utilize the church network for project readiness.

QUALIFICATIONS:

- College degree in information systems, computer science or Associates degree in an equivalent program of study
- Ability to work quickly and with deadlines
- Commitment to excellence and professional development.
- Relates well to others, building effective relationships, and communicates efficiently
- Understands their strengths and weaknesses

- Excellent communication skills
- Receptive to feedback and direction in the pursuit of the excellence
- 5 years' experience in technology-related position with preferred experience working in a large church setting.

EMPLOYMENT CONDITIONS:

This is a full-time position with nights and weekend work. Salary dependent upon qualifications.

APPLICATION DEADLINE: 6/26/2022

APPLICATION PROCEDURES: Please email resume, cover letter and any references to **Info@lillygrove.org**