

Director Of Information Technology - Job Description

Christ In Action

The Director of Information Technology shall report to the Director of Operations, working alongside and in coordination with senior staff to ensure the vision and mission of the ministry is upheld in the highest regard.

Possess spiritual, emotional and behavioral maturity, reflected in the following areas:

- Servant's heart and desire to please God
- Ability to follow instructions and work well with others as part of a team
- Intuitive and adaptable problem-solving skills
- Ability to be flexible and think on-the-fly in high-stress environments and make decisions
- Ability to keep confidential information in an ethical manner
- Able to maintain a healthy balance of ministry and family life

Experience and Education

The Director of Information Technology position requires:

- Six years minimum experience in an IT or related field
- Two-year degree in IT or related field

IT Responsibilities

The Director of Information Technology shall be responsible for:

- Knowledge of all uses and implementations of technology across the breadth of the ministry. (Office PCs/Macs, Mobile PCs, Wireless, Security for facilities, deployments and events)
- Making recommendations for improvements and efficiencies relating to technology solutions and equipment.
- Overseeing of technology projects and upgrades to existing systems.
- Administrative role of network administrator with respect to hardware, software, maintenance, user training, service and support.
- Administrative role of systems administrator with respect to hardware, software, maintenance, user training, service and support: Phone, CRM, CMMS, Quickbooks, Office Suite.
- Maintaining and managing the Christ In Action website/email systems and support team.
- Depending on applicant's background, administration of media design department may be included.
- Other responsibilities as assigned

Media Technology Responsibilities also include:

- Capturing/editing photographs for internal promotion (website, brochures) and external press use.
- Capturing/editing video footage for internal promotion (website, brochures) and external press use.

- Cataloging and archiving of media content in organized and accessible ways.
- Other responsibilities as assigned