

Position: IT Coordinator

Direct Report: Operations Pastor

Position Status: Part-time, ~20 hrs a week

Position Summary

This position is responsible for casting vision and maintaining day to day operations of Epikos Church's IT infrastructure and ChMS (church management software) to equip staff and volunteers to make more and better disciples.

Qualifications

- Bachelor's degree in Information Science & Technology, Computer Science, or a related field preferred.
- 1-2 years experience in a technical role preferred.

Job Expectations & Responsibilities

- Oversee the IT, Database Development, and Data Entry volunteer teams.
- Manage ChMS (Planning Center) and IT projects and initiatives.
- Maintain and implement all IT systems including office networks, printers, computers, etc.
- Develop and conduct technical staff and volunteer training.
- Monitor Power BI reports and make updates in Power BI and/or in the view as needed.
- Monitor the ChMS to ensure appropriate utilization and data integrity.

Knowledge, Skills, and Abilities

- Strong project management skills.
- Ability to work well independently and as part of a team.
- High attention to detail.
- Working knowledge of Jamf.
- Working knowledge of Planning Center Online applications.
- Comfortable with both Mac and Windows OS. (Primarily Mac).
- Ability to maintain networks, switches, and patch panels.

Expectations for Connecting at Epikos

- You will report to the *Operations Pastor* who will set job expectations for you.
- You are encouraged to partner with Epikos Church which includes generous giving, regular worship attendance, and small group involvement (either as a member or leader).