INFORMATION TECHNOLOGY & MEDIA COORDINATOR
SPIRIT OF GRACE CHURCH

POSITION DESCRIPTION: Organize and lead Information Technology (IT) and expand the social media presence of Spirit of Grace Church. **For immediate hire.**

TIME REQUIREMENTS: This is a hybrid position that will require 15–20 hours per month. There is the potential that special projects may make additional hours available.

COMPENSATION: $20-$24 per hour depending on experience

SUPERVISION:
This position reports directly to the Pastor and works in collaboration with other staff members and volunteers as needed.

DUTIES INCLUDE:

• IT Management

Assess current and historical systems. Recommend and carry out approved changes of hardware and software systems throughout the organization to ensure that they are integrated and working in an efficient and user-friendly manner.

Promote and maintain IT security.

Train staff and volunteers as needed.

Establish and maintain relationships with outside IT/digital vendors.

• Website

Manage the website by implementing edits and changes and regularly review the website for improvements and updates.

• Social Media

Make worship slides weekly to facilitate livestreaming of Sunday services.

Define and implement social media strategies to increase visibility.

QUALITIES and SKILLS:

Experience with Microsoft 365 platform and services.

Experience supporting Windows devices.

Experience managing digital properties (web domains) and website administration, preferably WordPress.

Ability to explain technical concepts in non-technical language to staff and volunteers of varying ages.

Possess good organizational and time management skills.

Support the Mission Statement and core values of Spirit of Grace Church. The statement can be found on the front page of our website (spiritofgracerf.org).

TO APPLY: Please submit your resume, a letter of interest and two references to office@spiritofgracerf.org. Please feel free to contact us with questions. Church office: (715) 425-6233.