



Job Title: Technology Director
Reports to: Communications Director
Status: Exempt/Salaried Full Time
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Approved By/Date: Michelle Ravan - 3/4/2021

Position Summary

As part of the East Cooper Baptist staff, the Technology Director is responsible for ensuring that we are serving our staff, members, and attendees with simple, secure, and effective technologies. The Technology Director will work to create, maintain, and develop technology systems across our church and school to boost efficiency in the work environment as well as meet ministry and administrative needs. They will oversee a team to manage general technology needs for the church.

Roles and Responsibilities

- Able to learn and teach new technology systems quickly and efficiently
- Ability to work with MacOS and Windows operating systems
- Oversee G-suite Management, including email and training for Google Drive/Suite products
- Oversee technology project management while giving regular feedback to Communications Director
- Lead a team to maintain and support all computers & equipment, using a help desk ticket management system
- Manage a technology budget for both East Cooper Baptist Church & Palmetto Christian Academy
- Foster an attitude that reflects the values of East Cooper Baptist Church
- Support special projects as assigned
- Utilize the technology team to make sure ministries are supported through programs and events, such as Sunday morning child check-in
- Manage internet and network
- Coordinate with outside vendors for support
- Coordinate with outside vendor (BEMA) with database management support for Rock
- Perform system upgrades and security improvements
- Monitors network to ensure optimal performance

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- 5-7 years of professional workplace experience in an IT related position
- Experience in leading a team
- Expert with Google Suite (Drive, Docs, and Sheets)
- Proficient with macOS and Windows
- Ability to adapt to a continually evolving environment
- Excellent analytical and problem-solving skills
- Detail-oriented
- Collaborative problem solver
- Good Time management
- High level of integrity and dependability

Competencies

Communication - Demonstrate capacity to inspire, instruct, and encourage through effective communication in various settings. Able to communicate and work within a complex organizational structure with multiple layers of input. Ability to teach staff new technologies.

Team Management - Demonstrates the ability to plan, organize, and support a team to manage organizational support needs. Strong ability to lead a team to support multiple projects with dependability and excellence.

Detail Oriented & Problem Solving Skills - Proven critical thinking skills. Shows attention to detail with processes and systems. Able to provide problem-solving support. Able to work on and prioritize multiple tasks simultaneously. Proven troubleshooting skills.

Technology Knowledge - Familiar with new technologies. Ability to streamline processes and forward think for upcoming projects and needs. Able to assist and provide support for both Apple and Microsoft operating systems.

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.