POSITION DESCRIPTION -- TECHNOLOGY COORDINATOR

HOURS: Full-time (40 hours, may vary dependent upon needs of the Church), Exempt
SALARY: Based on experience
REPORTS TO: Business Coordinator

QUALIFICATIONS: Must demonstrate a positive attitude, display comfort with time-sensitive information, and prioritize to meet deadlines. Must possess strong communication skills while working in a team ministry. Must exhibit experience in word processing skills associated with editing and proofing through Microsoft products (Outlook, Word, PowerPoint, and Publisher) and Adobe products (Premier Pro and Acrobat Pro). Must demonstrate confidentiality and exhibit sensible consideration for the needs of people seeking ministry through Timothy Lutheran Church.

RESPONSIBILITIES:
1. Information Technology
   a. Monitor of security systems software functions, including issuance of key cards, as directed by Business Coordinator, School Administrator, or Executive Board
   b. Liaison between Timothy and contracted technology services
   c. Maintenance of church and school computers and networking
   d. Coordinator of computer updates, training, and troubleshooting
   e. Administration coordinator of ShelbyNext management system
   f. Administrator of telephone system
   g. Administrator of sMinfinity LED Sign at Wyatt Campus
   h. Negotiator of contracts with vendors, followed by presenting to Business Coordinator
   i. Communicator with all new and existing programs implemented by the church and school
2. Communications
   a. Assist with formatting and emailing newsletters and congregational messages, as needed
   b. Develop, update, and manage the church and school websites as webmaster
   c. Direct, shoot, and edit video projects, including short interviews, creative video clips, and promotional messages within ministry skits, as requested
   d. Create, edit, and distribute any videos of special programs or music events, as requested