

The following full-time positions are available. To apply please submit your resume to bhumc.jobs@gmail.com by November 9, 2018.

Information Technology Director

PURPOSE:

The IT Director is responsible for the church's technology/communications infrastructure.

ESSENTIAL DUTIES:

Collaborates with the Communications Leader to implement the vision for how the church uses technology; and supports and manages technology functions regarding the local network, Internet, web design and telecommunications.

MINIMUM REQUIREMENTS:

Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience. Computer skills preferred: database software (Access); development software; Internet software; payroll systems (ADP); financial systems (ACS); spreadsheet software (Excel); design software (Adobe and Publisher); human resource systems; inventory software; order processing systems; project management software; word processing software (Word); electronic mail software (Outlook); and presentation software (PowerPoint); Other skills preferred: experience with the latest version of MS Windows, MacOS, Android, Adobe, HTML5, Java script, UX, and other protocols, systems and programming languages. Knowledge of visual design, computer programming, search engine optimization, marketing and social media. Must be an effective and clear communicator, strong time-management skills, positive attitude, and attentive to details with good multitasking and organizational skills.