



GRACE COMMUNITY CHURCH IT Manager

About the Role

The IT Manager is responsible for leveraging technology to help Grace Community Church accomplish its mission - to unite broken and disconnected people into a community of disciples transformed by Jesus' grace. S/he will provide onsite & remote technology support, as well as oversight to the staff and volunteers at Grace. This includes, but is not limited to, communication and collaboration tools (Slack, Ring Central, Zoom, etc.), managing the website, the church app and database, and writing some basic applications with HTML, PHP and Java coding. The IT Manager is also responsible for training a team of volunteers and staff, supporting workstations, servers, printers, networks, security, vendor specific software, other systems and apps.

About Us

We are a mega-church where relationships are everything. We believe the Gospel deeply, so we relate and work together in ways that express our ongoing need for Jesus. Our pastors are accessible, thoughtful, and steadfast. Our welcome is intentional and engaging. Our members are generous and sincere. We're a church with a mission to meet people where they are and to help them take the next step in following Jesus. That means we care for people by meeting all kinds of needs. We love stories. We celebrate like crazy. We make disciple-makers, and we show up to do good in our community and in the world...all in the name of Jesus.

By God's grace, we continue to grow numerically, multi-ethnically, and intergenerationally. We have God-sized dreams to reach more for Christ in the near future both in our region and around the world. Could God be adding you to our highly collaborative, relational, Gospel-centered, staff team?

About You

You love to empower others. You are well-informed and -versed about modern technology, and use your knowledge to leverage current technology. In other words, you're tech-savvy, knowing how to work with PC/Mac systems, a smart device, as well as a variety of software and tools. You stay up-to-date with new technology and innovation, and are constantly learning. Nothing brings you more joy than to see a team of staff and volunteers bring their best, helping them to leverage technology and help others experience God and be transformed. You love to collaborate with a diverse team and see them serving, leading, and taking ownership of the ministry. The mission and culture of Grace Community Church is one you are excited to help multiply. Most importantly, you believe the gospel is the most important message ever, so seeing people understand the message and participate in programs, trips, and other gatherings to follow Jesus is of utmost importance and concern to you. While you could work anywhere, using your gifts for God's Kingdom gives you the most joy and fulfillment.

To Apply

Interested? If so, please send your resume to jobs@gcconline.org. In your cover letter, tell us how your experience, passions, and uniquely aligned with this role and mission of Grace.

Skills/Qualifications:

- Broad knowledge and experience of technology trends
- Proficient in Microsoft Windows 10 & Mac OS
- Proficient in Google Apps and Office 365 apps
- Basic knowledge of some writing language code such as HTML, PHP and Java, and very familiar with WordPress
- Champions and manages the church's database and church management systems
 - Planning Center
 - Realm
 - RingCentral phone, Zoom, video conferencing, webcasting, Slack
- Ability to lead a team and technology project from the design to the implementation
- Excellent written and in-person communication skills
- Outstanding team member – recognizes individual role within the broader team and organization context
- Experience in working with cross-functional and inter-departmental teams with a sense of collaborating towards a common goal to forward GCC's mission

Rhythms

- 1x Per Week – Meet with Director of Operations & Attend Department meetings
- 1x Per Month – Attend the weekly All Staff Meeting
- 1x Per Year – Participate in the All Staff Retreat which occurs typically in August
- As Needed – Initiate / attend project specific meetings

Relationships

- Reports to: Director of Operations
- Works Closely with: Communications Department, Creative Department, Guest Services, and Administrative Staff