

Hope Community Church

Job Title: IT Integrator
Name: TBD
Reports to: IT Director
FLSA status: Exempt

Role Summary:

The IT integrator's primary duty is to communicate, coordinate and serve as a technical liaison between Hope campuses and ministries and the IT department. This role includes support and training of the ministries and Hope's primary software tools. The IT Integrator must affirm and support the statement of faith and mission of Hope Community Church.

Primary Duties/Responsibilities:

Under general supervision:

- Promote to ministries best practices, tips, training or new features through Team channel or meeting with the ministry themselves.
- Level 1 support of church management database and Hope's Microsoft 365 support
- Responsible for data management and data integrity. This includes creation of new reports based on ministry requirements or execution of existing IT database integrity process and reporting.
- Work with I.T. & ministries to create, distribute and manage upkeep of weekly, monthly, annual, searches, reports and dashboards.
- Assist in creation and ongoing training plan for newly hired, ongoing refreshment/feature and transferring staff. Training modules will also be made available to volunteers and lay leaders at Hope.
- Ongoing collaboration with ministries and campuses to determine and document database and software system needs/wants.

Skills and Abilities:

- Ability to train on technical and procedural material to non-technical staff.
- Experience working with Microsoft Office 365 applications.
- Experience working with ChMS and SQL databases.
- Maturity, discretion, and information confidentiality are required.
- Excellent interpersonal communication skills, both written and verbal.
- Ability to manage competing demands in a fast-paced environment.

Education and Experience:

- Bachelor's Degree or 4 years of related work experience.
- Experience in delivering technical training to diverse audiences.
- Experience in database maintenance and reporting.

Employee Signature

Date

Hope Community Church

Supervisor Signature

Date