

## Position Description

**Position Title:** Harrisonburg/Winchester District Director of Information Technology.  
**Supervisor:** District Superintendent.  
**Status:** Part-time, Year-round, 30 hours per week, Hourly.  
**Time frame:** This position is for one year.  
**Salary:** \$35,000 – \$40,000 plus pension.  
**Current Revision:** May 19, 2022.

**PURPOSE:** This position is to provide technical support to local churches and the district office, and reports directly to the District Superintendent, and is responsible for providing proper training to local churches.

### ESSENTIAL FUNCTIONS

#### General

- Exercise independent judgement and initiative and carry out job functions with or without supervision or instruction.
- Work effectively under time constraints to meet deadlines and manage a number of different tasks concurrently. Ability to work calmly under pressure.
- Maintain privacy of confidential records, correspondence and/or files. Handles all matter with confidentiality.
- Communicate effectively in writing, orally, and with others to understand and convey information in a manner consistent to job functions. Attention to accuracy and detail.

#### Responsibilities

- Develop and maintain district website and social media platforms.
- Assist district staff with IT questions (hardware and software).
- Assist local churches by offering instructional support for online worship with what tools would be needed to best fit their worship style.
- Assist with best avenues for tech support for:
  1. Internet connections
  2. Zoom
  3. Facebook
  4. Facebook Live
  5. YouTube
  6. Texting
  7. Hotspots
  8. TikTok
  9. Emails (group emails, constant contact, etc.)
  10. Purchase of equipment needed to help churches adapt to technology (i.e. – trac phones, computer tablets, etc.)

- Offer phone consultations with churches as needed for guidance.
- Offer workshops (in person and/or via video) on software suggestions for the church.
- Offer up to date information on online giving and what is available. (i.e. Vanco).
- Provide support for churches in discerning the best software fit for their utilizing on-line technology.
- Have a good working relationship with the Conference Manager of Technology to be able to assist churches with questions arising from using conference software.

**Other Functions:**

Perform other job-related duties as required or assigned.

**REQUIREMENTS AND QUALIFICATIONS**

**Education/experience:**

- High school diploma or GED and at least two (2) years of relevant experience.
- Proven experience as Information Technology or relevant position.
- Excellent diagnostic and problem-solving skills.
- Knowledge of the United Methodist Church structure.
- The ability to be confidential.
- Keen attention to detail.

**Required Technical Skills:**

- Outstanding organizational and time-management skills.
- In depth understanding of diverse computer systems and networks.
- Good knowledge of internet security and data privacy principles.
- Ability to assist local churches and pastors with streaming and assist them to find internet networks and wi-fi possibilities in remote areas.

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