

## **Job Description Friendship Church**

**Position: Web & Software Specialist** (a Non-Exempt Position)

Reports to: Information Technology Director

Hours: up to 20 hours per week

Hired by: Information Technology Director with Leadership Team Approval

Position description updated: February 2023

Position description approved by: Information Technology Director

### **Summary Description:**

This position assumes broad responsibility for developing and maintaining Friendship Church's Internet presence as well as supporting staff in the use of software tools. It assists the Information Technology Director with a variety of tasks.

### **Overview of Job:**

- Create and maintain a local and global vision for the Friendship Church website in collaboration with the church Communications team and the Information Technology Director
- Oversee website updates, partnering with the Communications team
- Ensure accurate, timely, consistent and appropriate promotion of church ministries and events on the website through collaboration with the Communications team, church staff members and the API interface with the church calendar
- Coordinate with staff in maintaining accuracy on web pages
- Create and customize new web pages for individual ministries as needed
- Manage web pages that utilize online payment, assuring an accurate interface with the financial system
- Ensure successful uploading of weekly production pieces (sermons, etc.)
- Develop and maintain web pages or database tools for internal staff use to automate regular tasks and increase staff efficiency
- Manage and maintain the church mobile app
- Work with church database system to create web registrations, maintain data accuracy and assist with creating queries and reports for staff
- Support staff in use of all software applications, such as:
  - TouchPoint (Church ChMS)
  - eSpace (scheduling and facilities management system)
  - Shelby (Financial System)

### **Additional Responsibilities:**

- Provide individual or small group computer training sessions in current software applications for church staff as needed
- Assist church staff with hardware, software and other application related questions or problems
- Attend various meetings, conferences, seminars, classes, etc., as required
- Various other responsibilities as required

**Personal Requirements:**

- A strong personal relationship with the Lord Jesus Christ
- Able to keep information confidential
- Self-starting; prompt and professional individual able to work alone or in a team
- Strong interpersonal skills that demonstrate genuine, godly humility
- College graduate preferred but not required
- Two or more years of website management, software support or help desk experience or a degree in a related field
- Ability to quickly learn new software programs and assist staff in using them
- Proficient writing skills including correct grammar, spelling, and punctuation
- Proficient with Microsoft computer programs: Word, Excel, PowerPoint, Outlook