



<b>Job Title</b>	<i>I.T. Specialist</i>
<b>Reports to</b>	<i>Technical Director</i>
<b>Full Time</b>	<b>40 hours per week. Non-Exempt. Monday-Friday, Sundays on occasion.</b>
<b>Pay</b>	<b>\$18-\$24/hr. Based on experience</b>

### Job purpose

The I.T. Specialist will assist the Technical Director in fulfilling the information technology strategy of Lakes Church. They will also support the needs of Lakes Church Academy as assigned. This role will support our Mission Statement, “To glorify God by staying tethered to Christ through His Word and reaching Central Florida with the Gospel by turning members into missionaries.”

### Duties and responsibilities

- Testimony that demonstrates Christian faith and commitment to the Christian life.
- Theology consistent with the Baptist Faith and Message, 2000.
- Have a servant’s heart in training and supporting staff needs.
- Help Desk support for maintaining ministry/school end-user support via ASANA.
- Fulfill all technology requests for end-user desktops and telephones, move, adds, changes.
- Assist with education technology devices/software for Lakes Church Academy.

### Qualifications

- Degree in Computer Information Systems or 3+ years’ experience of working in a related field.
- Expert familiarity with Windows, Mac, iOS and Apple devices and operating systems.
- Experience with Office 365 environments/software.
- Experience with large scale I.T. systems.

### Preferred Skills

- Experience in a ministry or education environment.
- Experience with Asana.
- Experience in training staff on various software/hardware platforms.
- Expertise in network management of production network systems. I.E. – Dante, video over IP, etc.
- Pursuing a degree or continuing education/certificates.
- Avid problem solver.

### Direct reports

The I.T. Specialist works under the supervision of the Technical Director and is accountable to the Senior Pastor, Executive Leadership, and the Personnel Committee of Lakes Church.