BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **IT Coordinator**
Department: Facilities
Approved by: Campus Pastor

ROLE
The IT Coordinator ensures that all computers, projectors, TVs, tablets, and other tech equipment is functioning properly and efficiently at their campus.

WIN
All tech is consistently working properly and updated at each campus.

RESPONSIBILITIES
· Submit to the vision and direction of the Campus Pastor
· Knowledge of Child Check-in, Wifi, Production, Lighting, and Square systems
· Update computers and tablets as needed
· Report any equipment issues to Campus Admin, Facilities Director, and Creative Director as needed
· Work with Production Coordinator on maintaining Production equipment

REQUIREMENTS
• Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
• Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to disciple-ship and growth
· Basic networking and IT skills
· Strong troubleshooting skills
· Ability to diagnose and solve issues
· Attend Leadership Connection and other training events

REPORTS TO
Campus Pastor with dotted line to Facilities Director