

Technology & Communications Specialist

Revision Date: July 9, 2020 **Reports to** Executive Director

POSITION SUMMARY:

Expand our mission by improving our use of technology.

The organization has adopted multiple technology platforms that manage products, services, and communications. The Technology & Communications Specialist is responsible for streamlining work and identifying opportunities to maximize the use of technology for the organization. In addition, this role will release media content to promote our mission and communicate with our clients.

The individual will help us streamline our processes by finding more efficient ways to use the technology we have available. This includes Microsoft Office Pro 365, WordPress, Social Media, and proprietary accounting and contact management software.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, teach, support, and maintain communication channels between staff and board members using Microsoft Office 365 tools. By creating a streamlined, paperless approach to tasks with steps shared between employees including remote users.
- Evaluate and recommend technology solutions for a remote and collaborative work environment within the Microsoft Office 365. Create standard operating procedures for sharing and storing documents to include folder architecture and naming conventions.
- Ensure organization complies with internal security protocols, applicable laws and regulations regarding data security and document management.
- Train users on technology platforms, provide user support on organizational process.
- Engage in promotion of intended public image of organization. Send and release various communication materials to media channels.
- Help maintain contact manager database by writing queries to create CSV files; make recommendations to improve data organization parameters.
- Manage, improve, and promote WordPress website.
- Evaluation and implement ways to streamline process inputs using website forms and transitioning to internal workflow platforms.

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

The qualified candidate must be supportive of the mission of the organization. Furthermore, the qualified candidate will understand that the organization's clients are religious organizations and their members who represent the full spectrum of religious ideology, from conservative to progressive. The organization provides services to churches, regardless of their theological interpretation of social, political, and environmental issues.

EDUCATION/CERTIFICATION/LICENSURE:

- Bachelors in IT, computer science or systems related field

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EXPERIENCE REQUIRED:

- 3 – 5 years' experience
- Create workflow processes in a service provider environment
- Edit and creation of websites using WordPress (must provide examples)
- Establish workflow tools of Microsoft Office 365 and supporting apps
- Ability to use simple query techniques to extract data
- Management of business-related social media pages such as Facebook

KNOWLEDGE AND SKILLS REQUIRED:

- Excellent verbal and written communication skills
- Ability to work independently and in a remote environment
- Extremely proficient in Microsoft Office 365 Applications including Outlook, Word, Excel, SharePoint, and Teams
- Ability to identify and resolve workflow inefficiencies and provide resolutions
- Advanced knowledge of WordPress website functions
- Basic understanding of laws and regulations regarding document management
- Facebook for Business management

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

Individual must be able to work remotely and have access to reliable internet.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.
- Working from home until it is safe to work together at the office. After that time, in-office hours could be required. TBD.
- Salary position
- Business hours are 9:00 to 4:00 M-Th and 9:00 to Noon on Fridays.
- Employee hours are 8:30 to 4:30 M-Th and 8:30 to 12:30 on Fridays.
- All employees are required to work extended hours on Board Meeting dates and other special events.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

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In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

TO APPLY

Interested candidates should send resume, links to published work such as websites or social media sites, three references, and available start date to jobs@mountainskyumf.org by July 24, 2020.