

Church of the Resurrection –Job Description

POSITION: DIRECTOR OF COMMUNICATIONS AND TECHNOLOGY

FUNCTIONS:

- Maintain Church Web Site
- Develop and implement a system for receiving and updating web information in a timely manner
- Lead a weekly communications staff committee
- Expand Church Web Site, integrating online learning and other systems
- Provide training to individual staff members on software programs, techniques, and resources
- Maintain all computer hardware, software systems, and equipment; keeping current inventory and licensure up to date
- Oversee church communication materials: church bulletin, newsletter, worship guides, brochures, and other publications and media. i.e. editing, developing a professional look, using sound print practices.
- Oversee the production of the parish newsletter
- Develop a computer use agreement for each staff member and new staff-what to know.
- Maintain a service log for each piece of equipment that includes the date, problem, repair done, and who provided the repair service and establish a monthly maintenance schedule
- Determine software needs and research options, provide pricing information and features
- Investigate updates to technology and propose any necessary changes or improvements
- Responsible for maintaining inside and off site back up systems

REQUIREMENTS:

- Experience and training in all relevant and in-house computer equipment, and ability to demonstrate techniques, and applications
- Must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church
- Attentive to prayer and personal growth in relationship with Christ
- Solid understanding of Catholic Church Teachings
- Mature, responsible adult with strong, interpersonal skills
- Knowledge and implementation of parish policies and procedures
- Flexibility in working hours
- Ability to communicate using positive reinforcement
- Attend all staff meetings and retreats
- Willingness to attend training
- Meet with Director of Ministries and Pastor as needed
- Open to changes in job description

REPORTING RELATIONSHIPS:

This position reports directly to the Director of Ministries and ultimately to the Pastor.