



IT MEDIA SUPPORT CONTRACTOR

POSITION DESCRIPTION

Supervised by: VP of Operations
Supervises: None
Works closely with: Leadership Team and other Global Scholars staff
Status: Part-time (10-15 hours per week)

POSITION SUMMARY

The IT Media Support Contractor will advance the mission of Global Scholars through the development and maintenance of all office technologies.

RESPONSIBILITIES

- Maintain the organization's websites, email clients, and domain names
- Identify data sources and organize company data to be used for analytics
- Manage system integrations and resolve issues that arise
- Integrate and maintain security software to create a safer online experience for Global Scholars and the Society of Christian Scholars
- Perform Search Engine Optimization for websites
- Assist in the planning, development, and implementation of upgrades to websites
- Provide technical support to the Society of Christian Scholars' monthly webinars
- Edit video and photos, as requested
- Identify, document, and resolve technical problems and network connectivity issues
- Respond to e-mails and other messages in a timely manner
- Research, evaluate, and recommend the best software and technology options
- Communicate with third-party software vendors
- Other duties as assigned

EDUCATION AND QUALIFICATIONS

- Associate's Degree in computer science or related field, or equivalent combination of experience and certifications, Bachelor's Degree preferred
- Must demonstrate experience installing, configuring, and supporting operating systems, Mac, PC, and other IT-related equipment and software
- Familiarity with Mac and PC technologies integration
- Experience with coding in CPanel for WordPress and HTML necessary,
- Knowledge of Salesforce, Google Workplace, Mule, AJAX, JavaScript, PHP, Ruby, and Python preferred
- Ability to work in a remote online environment, with a solid understanding of networking principles and configuration, including VPN

SKILLS REQUIRED:

- Ability to handle sensitive information in a confidential manner
- Detail-oriented with the ability to take initiative, anticipate needs, and work independently under pressure of deadlines
- Excellent organizational, interpersonal, and communication skills
- Willingness to execute with excellence other duties as assigned

CHARACTER and PERSONAL TRAITS:

- **Mature follower of Christ:** Strong Christian commitment, Christ-like character, trustworthy, authentic. Honest, humble, and flexible.
- **Calling to Global Scholars:** Ongoing call to the Global Scholars End Statement. Ready, willing, and eager to spend adequate time and effort to help reach the vision God has set before Global Scholars. Annually affirm Global Scholars Statement of Faith.
- **Winsome Leader:** Personable. Bright. Good listener. Positive attitude. Persistent. Creative. Entrepreneurial. Problem solver. Enjoys challenge.

COMPENSATION: To be determined, relative to experience.

ACCOUNTABILITY AND EVALUATION: Performance evaluations are based on the fulfillment of the job description and the ability to annually affirm the Statement of Faith, Core Values, and Purpose (Ends) Statement.