

Ministry Systems Support Specialist

Oak Ridge Baptist Church

DETAILS

- Reports to:** Executive Pastor - Directly
Office Manager and Lead Pastor - Indirectly
- Relates to:** Staff and Leaders of ORBC
- Work Hours:** Monday-Thursday, 8am-5pm
32 hours / week.
- Pay:** \$18-\$20/hour commensurate with experience

THE POSITION

Description

The Ministry Systems Support Specialist (MSSS) uses office software and applications to resource Program Ministry and Executive staff with solutions, reports, and materials.

GOALS AND EXPECTATIONS

The MSSS will interact with Staff to provide digital solutions for ministry needs. The effective MSSS will achieve the following goals during the first 12 months of work:

- Become a valued part of the ORBC staff family, earning the trust and respect of the other staff and volunteers.
- Bring organization, discipline, a servant's heart, and a strong work ethic to the position.
- Become proficient in all ORBC SW solutions.

CANDIDATE PROFILE

The following describes many of the characteristics for the ideal candidate:

EDUCATION

A high school diploma or equivalent is required. The ideal candidate will also have at least 2 years post-high school education.

PERSONAL QUALIFICATIONS

- Team player.
- Positive spirit with a "can do" attitude.

- Excellent sense of humor.
- Displays Christ-like behavior, treats others with dignity, respect & compassion.
- Ability to recognize and maintain confidentiality.
- Detail-oriented and administratively gifted.
- Excellent time management, organizational and multi-tasking skills.
- Actively engaged in an ORBC Small Group or working towards finding a group.
- A heart for lost and unchurched people in our community.
- Committed to improvement, seeks constructive feedback, understands strengths and weaknesses.
- Relates well to all kinds of people, builds effective relationships, communicates effectively using both interpersonal and written mediums.
- Able to work and thrive in a climate that is **fast, fluid and flexible**.

SKILLS

The optimal candidate will already possess excellent skills in:

- PC and Mac environments
- Office365 Software Suite with proficiency in:
 - Outlook Email and Calendaring
 - Word
 - Excel
 - PowerPoint
- Graphic design manipulation
- Internal/LAN document filesystems
- Internet-based filesystems (e.g., OneDrive / Google Drive)
- Basic Networking (WiFi / LAN topologies)
- Facebook/Instagram

The MSSS will be expected to develop an expert end-user knowledge of all the digital systems used by Oak Ridge, including but not limited to:

- Church Community Builder / basic relational database knowledge
- Subsplash
- Mass Texting Systems (e.g. EZTexting)
- Mass Email Systems (Constant Contact / MailChimp)
- Eventbrite
- Planning Center Online
- Thinkific