



Employment Opportunity – IT System Administrator

Report To: Director of Operations

JOB SUMMARY:

As a member of the Information Technology Team and reporting to the Director of Operations, the IT System Administrator will maintain the information technology infrastructure for Grant Memorial Baptist Church including Server/Network/Workstation infrastructure, help desk and A/V Technical support. The individual will also work collaboratively with church staff in the areas of planning, development, project management and budgeting.

TIME REQUIREMENTS:

General office hours are 8:30am to 4:30pm Sunday to Thursday. This position is a full time equivalent position equal to 37.5 hours per week.

KEY RESPONSIBILITIES:

Network and Infrastructure Operational Management:

- Administer, design, plan, implement and oversee network management and provide ongoing maintenance and upgrades to the network including
 - Installation, testing and support of network architecture including servers, cable infrastructure, switches, routers, firewalls, software including virus protection, and computer workstations and peripherals;
 - Manage, maintain, and support Cloud-based applications;
 - Maintain on-site servers making sure patches, updates and services are up to date;
 - Manage and support wireless network infrastructure;
 - Responding to all help desk issues;
 - Operational activities such as checking systems logs, patch reviews and updates, firmware checks, security management and physical infrastructure management;
 - Perform in-depth network diagnostics, troubleshooting and support of network servers, computer workstations and printers;
 - Provide troubleshooting of network and communication problems and track problems and solutions with a view to develop methods to address problems in the long term;
 - Coordinate and audit scheduled Network backups including offsite storage;
 - Maintenance of Grant Memorial business and office productivity Applications;
 - Provide ongoing Audio Visual (A/V) technical support as required;
 - Manage VOIP system.

IT Administration and Planning

- Project management as it relates to planning and controlling Network and IT infrastructure activities
- Develop standards for internal training/troubleshooting techniques on network hardware and software.
- Develop, maintain and enforce Network Security Policies;
- Manage and Control Internet & Wireless protocols/connectivity (security);
- Build a team of volunteers to help with IT on Sundays;
- Function as a technology resource and provide technical training and support to other staff;
- Support Image Development, Troubleshooting and Rollout as required;
- Recommend Hardware/Software upgrades as required;
- Prepare budget recommendations and project management and;
- Assist with planning for future development and implementation of new technologies when needed;

EDUCATIONAL REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE:

- Ideal candidate will have at least one of the following:
 - Microsoft Server Administrator Certification
 - CompTIA A+
 - Network+ certifications
 - or equivalents.
- Minimum 3 years' experience maintaining and administering a multi-network, multi-user environment in a Windows Server 2012 environment;
- Proven experience maintaining Active Directory Services and Group Policy;
- Proven experience working with Unifi managed switches;
- Proven experience working with Google Workspace.
- Network trouble shooting experience (wired and wireless);
- Integration of online email system such as Gmail into a Windows network environment;
- Experience deploying, managing and supporting productivity and business applications
- Familiar with desktop imaging solutions;
- Familiar with the concepts for Bring Your Own Device (BYOD) trend for ubiquitous computing;
- Strong client service orientation;
- Project management experience including plan creation, estimating, scheduling and reporting;

Other mandatory requirements:

- Ability to work a variety of shifts in support of church needs (Sunday morning required);
- Criminal Record Check from the Winnipeg Police Services or RCMP (completion of the Vulnerable Search Screening portion is required);
- Evidence of clearance from the Child Abuse Registry;

Staff at Grant Memorial Baptist Church exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To apply:

Please send the following attachments to humanresources@grantmemorial.ca:

1. Resume
2. Cover Letter
3. One pastoral reference
4. Please use 'IT System Administrator' in the subject line of the email.

Interested candidates should review the Statement of Faith/Community Lifestyle Commitment that follows this employment opportunity.

Closing date: When position filled