



# ROLLING HILLS COMMUNITY CHURCH

IT + DATABASE SPECIALIST

Franklin | South Nashville | Nashville

## RELATIONSHIPS

DIRECT

Lead Pastor of Business  
Operations

## GIFT SET

Problem Solving  
Analytical Thinking  
Positivity  
Administration

Desire to Assist Others  
Verbal Communication Skills  
Joyful + Upbeat Personality

### Technical

Mac + PC OS  
Cloud Networking  
Local Networking  
Wi-Fi Networking  
Device Management  
Database Management

## COMPENSATION

Part Time | Hourly Pay  
Est. 18-24 Hours Per Week  
No Benefits

## OBJECTIVE

The IT + Database Specialist is responsible for maximizing computer system capabilities and reliability while acting as lead architect for our internal church management platform.

## EXPECTATIONS

- To be a servant to the overall church body.
- To model the core values of RHCC.
- To be an excited and contributing member of the RHCC staff team.
- To be an active partner at RHCC involved in the overall life of the church body by actively participating in a small group and in all other church-wide events and functions.

## RESPONSIBILITIES

- Manage relationships with third party IT support vendors.
- Act as main point of contact for all technology needs of the staff and shared church resources including being on site on Sunday mornings during services.
- Develop and oversee a team of volunteers to aid on Sunday mornings at the different campuses.
- Manage computer and equipment leases and purchases.
- Be proactive in evaluating existing technologies and plans for replacement.
- Oversee and maintain the integrity and structure of the shared church network.
- Oversee the church management database and assist staff in utilizing the system to harvest and understand information for making informed decisions.
- Place hardware and software into production by establishing shared connections.
- Handle all technology aspects related to staff additions and transitions.
- Maximize use of hardware and software by training users, interpreting instructions, and answering questions.
- Maintain historical records by documenting hardware and software changes and revisions.
- Protect operations by keeping sensitive church information confidential.
- Maintain active professional and personal development to stay current on IT advancements and new technology.
- Attend and participate in staff meetings.
- Additional responsibilities as determined by the Lead Pastor of Business Operations.
- Manage phone systems.