**IT Coordinator (ITC)**

**Reports To:** Director of Operations

**Direct Reports:** Website Developers

**What you’ll be doing:**

Global Fellowship is looking for a creative and innovative professional who can oversee the technological aspects of our organization, including website development and maintenance. As ITC, you will implement Global Fellowship’s technology strategies and plans for growth. You will also support all the Global Fellowship departments in their technological needs, including assisting the Social Media & PR Specialist in producing videos for the development, campaign, and recruitment, among others. Specific functions include:

* Providing technological service support to the home office and the missionaries of Global Fellowship.
* Managing and overseeing the development of the Global Fellowship technological strategies and assisting the Social Media & PR Specialist in the creation and production of videos and other social media for Global Fellowship.
* Develop and deploy the Global Fellowship website, donor platform, and payment processor and ensure they work efficiently.
* Working closely with the grant writers to produce grant appeals for the technology needs of Global Fellowship and its missionaries.
* In collaboration with the marketing team, coordinate digital content such as blogs and podcasts.
* Build data protection processes and provide professional and spiritual support for the Missionaries.
* Sharing technological opportunities and security risks with Missionaries, participating in project task forces, and supporting the Fellowship.
* Educate our missionaries and partner organizations on best practices and advancements in the use of technology.

**What we’re looking for from you:**

Strong skill in innovating and applying new technologies into the mission field with the ability to empathize and see things from other perspectives. You can quickly adapt your communication style to relate well with others. You are an excellent teacher who can effectively and rapidly teach new technologies to various people. You love God and are capable of following a consistent routine.

***A little about your background:***

* Experience serving in missions
* Skilled in cross-cultural communication
* 2+ Years of experience in IT or Operations
* Experience in digital content production
* Mastery over Windows, macOS, ChromeOS, iOS, Google Workspace, and Android operating systems
* Knowledgeable of IT security measures
* Experience handling budgets effectively

***A little about you:***

* Able to be a “big picture” thinker and capable of doing many things at once
* Able to maximize limited resources to best support the greater mission of the organization
* Available during non-office hours to call members with various time zones on occasion
* Friendly and relatable
* Quick to listen, slow to speak
* Wise and mature in faith
* Dependable and able to follow a consistent routine
* Passionate about reaching the unreached people of the world

**Salary**

Self-funded

For more information, contact Jeremy Beaumont at: jeremy@globalfellowship.org or 530.863.9082