



## **IT & Building Systems Coordinator Job Description**

### **General Information**

**Employment Status:** Part-time hourly (25-28 hours/week)

**FLSA Status:** Non-Exempt

**Reports to:** Executive Pastor

**Revision Date:** November, 2025

### **Job Summary**

The IT & Building Systems Coordinator supports the technological and operational infrastructure of Hope Church. This position handles a broad range of responsibilities related to computer, network, and building systems.

The ideal candidate will be a hands-on problem solver who can diagnose, troubleshoot, and learn new technologies and systems. This role involves both ongoing maintenance and project-based initiatives. Flexibility, adaptability, and the ability to manage multiple priorities are essential.

### **Essential Duties & Responsibilities**

#### Information Technology Systems & Devices

- Manage and maintain the church's network to ensure security, reliability, and accessibility.
- Manage and maintain the phone system.
- Set up computer hardware and software for employees; assist with troubleshooting and functionality issues.
- Maintain an inventory of all computers and assist the Executive Pastor with annual replacement planning and budgeting.
- Manage Google Workspace accounts, licenses, and employee email assignments.
- Maintain check-in computers, printers, and label inventory.

#### Worship Arts Technology

- Assist with lighting control programming, installation, and maintenance.
- Maintain worship center and family center computers, including regular software updates.
- Maintain and adjust Tech Booth and Video Room equipment, including switchers, encoders, converters, graphics systems, cable routing, streaming video paths, and building monitors.

#### Building Systems

- Coordinate with vendors, suppliers, and maintenance personnel as needed.
- Manage and maintain the key card entry system, including adding or removing personnel access.
- Maintain and upgrade the security camera system; coordinate new installations as needed.
- Maintain a building key inventory for employees and volunteers.
- Adjust thermostat settings seasonally and as required.
- Conduct regular inspections of AED units, emergency lights, fire extinguishers, elevator, fire alarm, and water systems; coordinate necessary maintenance and compliance checks.

### Miscellaneous Responsibilities

- Maintain current licensing and insurance documentation for church vehicles.
- Serve as a liaison with external suppliers conducting maintenance, inspections, or testing (elevator, HVAC, water systems, fire alarms, extinguishers, softeners, pest control, etc.).
- Oversee church van maintenance and inspections; ensure readiness for student trips or staff use.

### Knowledge, Skills & Abilities

- Knowledge of SDI, analog video, and audio equipment.
- Proficiency with IT, computer, and electronic systems, with strong troubleshooting skills.
- Familiarity with Apple and Windows systems and devices.
- Ability to coordinate projects effectively with staff, volunteers, and outside vendors.
- Strong communication and interpersonal skills.
- General proficiency with and willingness to learn new software and systems.

### Education & Experience

Bachelor's degree and/or relevant technical experience preferred.

### Work Context

- May require bending, lifting, stooping, climbing ladders, operating lifts, and carrying items up to 50 lbs.
- Work is primarily indoors, with occasional outdoor tasks in various weather conditions.

### Faith & Commitment

The person in this role must be a believer in Jesus Christ as their personal Lord and Savior and be in alignment with the Hope Church Statement of Faith. Regular attendance and active involvement at Hope Church are expected.