

# CICERO CHRISTIAN CHURCH

1715 Stringtown Pike / Cicero, Indiana 46034 / 317.984.4653

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**Job Title:** Digital/Administrative Specialist  
**Prepared by:** Beth Roberts, 1/19/2012  
**Position Type:** Administrative, hourly, part-time, controlled approved overtime  
**Hours per Week:** up to 25 hours per week  
**Days per Week:** Monday thru Friday, 4-6 hours per day; *excludes lunch break days of the week are somewhat flexible, as are the hours of service.*  
**Rate Per Hour:** negotiable hourly rate  
**Benefits:** A ninety (90) day trial period must be successfully completed.

- Vacation is accrued throughout the year beginning at hire date. The first vacation day can be used after six (6) months of employment. Unused vacation days may be carried over into the following calendar year, are limited to the equivalent of one week and must be used in the first six months of the following calendar year or lost.
- In the event of personal illness or family illness requiring missed work, three sick days are paid annually. Those days not used may not be used for another type of absence, nor are they carried forward into another year.
- Up to the equivalent of one week's work may be used for off-site conference/training or mission work as approved by the Senior Minister and/or Elders. Those days not used may not be used for another type of absence, nor are they carried forward into another year.
- Equivalent to two (2) weeks paid vacation are accumulated per year. Equivalent to three (3) weeks paid vacation is accrued after serving 10 years.

No group health or life insurance is currently available.

Flexible hours, flexible schedule, some work may be done at home if approved in advance.

**Reports to:** Office Manager

## **Job Requirements:**

Main responsibilities are three-fold, working in partnership with Office Manager to:

- 1) Deliver timely information in digital format to the congregation primarily through church website and appropriate mobile/social media venues.
- 2) Assist in maintaining church computer system.
- 3) Assist in administrative support of ministry staff.

**Hardware:** Must be highly proficient with Windows computers and peripherals in a multi-user file server environment.

Knowledge of office equipment to troubleshoot and aide others in use: black and white printer/copier; color printer copier; fax machine, laminator, binding equipment, paper trimming.

Experience on a multi-user network and file server is preferred.

**Software:** Several software packages are used on a daily basis and require a knowledge and experience in a wide variety of subjects on the Windows Operating System (Windows 7) in a file server environment. A list of currently used software packages and versions follows. Online training is available for all software to candidate with a self-directed desire and aptitude to learn and apply knowledge.

- **Digital Information Delivery** (*Additional software is available for use, including audio/video editing, flash, scripting, calendar scheduling...*)
  - Image manipulation/editing/creation – Pixel based: Adobe Photoshop (CS5); Vector based: Freehand (11) or Illustrator (CS5)
  - Web Site Upgrades and Maintenance – Adobe DreamWeaver (CS5)
  - PDF Creation / Fillable Forms – Adobe Acrobat Professional (10)

- Knowledge of scripting languages is preferred (HTML, JavaScript...)
- Edit and process audio and video files for web posting, disc distribution and permanent files
- Seek timely information to post from ministries and staff
- Seek improvements to our digital communication with our congregation which are efficient, easy to regularly update, and maintain integrity of personal information.
- **Computer Systems Support** ~ Share routine responsibility for maintenance of computers, network (ethernet and wireless), and file server
  - virus protection software
  - data backup
  - routine file server maintenance
  - network maintenance: communicate with web host, email service provider, internet service provider; basic understanding and troubleshooting of wired/wireless network and remote access
  - software licensing and tracking: registration, passwords, renewals
  - troubleshooting hardware and software issues at individual workstations
  - email (working with host, setup, troubleshooting, explore internal hosting)
  - evaluating and implementing hardware and software upgrades system-wide
  - demonstrated knowledge and implementation of file naming and storage conventions
- **Ministerial Support**
  - Word Processing – Microsoft Word (2010) – must be proficient in Word and implementing formatting via style sheets required. Experience with page layout software (InDesign, Quark...) is a plus.
  - Church Membership Database – Logos Church Management (will be trained for general input and retrieval).
  - Additional software used routinely but not required: Presentations – Microsoft PowerPoint (2010); Spreadsheet – Microsoft Excel (2010)

**Professional:**

Exhibit ability to successfully multi-task, and flexibility to start and stop tasks with interruptions.  
 Exhibit “global” thinking: processing information to all areas for maximum ministry effectiveness.  
 Demonstrated high attention to detail and organization  
 Strong and pleasant communication skills.  
 Must be able to keep counseling and ministerial information in confidence, exhibiting a high level of integrity.  
 Business casual attire

**Personal:**

Develop and exhibit an attitude of service  
 Develop and maintain a close personal walk with the Lord  
 Regular church attendance, participating as a volunteer in area(s) of giftedness.  
 Develop and maintain a strong single or married life in accordance to Biblical standards.  
 Keep personal finances in order in order to keep financial pressures from robbing you of your effectiveness as an employee and a spouse  
 Maintain a high level of excellence.  
 Work cooperatively and cheerfully with the elders, staff, team ministry coaches and volunteers.  
 Work diligently.

**Disclaimer**

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