



13901 Providence Road
Weddington, NC 28104
704.846.1032

www.weddingtonchurch.org

With campuses at Weddington, Marvin, and Bonds Grove

Information Technology Systems Support Specialist

Weddington United Methodist Church is looking for a part time IT Systems Support Specialist to provide technical support for all information technology related to both hardware and software components on all four campuses, including Weddington Christian Academy and Weddington Christian Preschool.

Minimum Education and Experience Requirements:

- Undergraduate degree in Computer Science, Information Technology, or a similar technical field
- 4 or more years' experience in a similar roll
- Strong working knowledge of networking, wireless, telecom, and security principles
- Self-motivated, service-oriented, results driven with good organizational skills, and ability to prioritize
- Must have the ability to communicate effectively with both technical and non-technical teammates, clients, and superiors
- Experience with ACS, FACTS, and/or Microsoft Teams a plus but not required.

Responsibilities include but are not limited to the following:

- Support personal computer systems by installing, configuring, and maintaining hardware and software.
- Working with external IT support for server, security perimeter and switch management.
- Oversee telecommunications equipment to ensure consistent reliable operation
- Work closely with Audio-Video Director and WUMC schools to ensure IT needs are met in all areas of ministry
- Investigate, diagnose, and resolve computer software and hardware issues
- Understand computer systems to ensure that all components will integrate properly.
- Remain abreast of rapidly changing hardware and software technology.
- Listen to customers to identify problems, then make necessary corrections or assist vendors in corrective actions.
- Test and recommend hardware and software configurations on an as-needed basis.
- Manage Technology assets and maintain software / hardware inventory

To apply: Send resume and references to search@weddingtonchurch.org. More information about Weddington Church ministries is available at www.weddingtonchurch.org.

To fulfill our call to be the physical presence of Jesus Christ by worshiping God with passion, intentionally growing in faith, proclaiming the gospel with grace, and humbly serving in love.