THECOMPASS**CHURCH**

Job Description

Position: **Web Developer and Software Support Administrator** - TBD

Reports to: **IT Manager** – Amy Fewkes

Schedule: **Part-time (1,050 hours per fiscal year; est. 20 hours/week) /** Hourly, Non-Exempt
Some weekends may be required

Employment
Classification: Administrator/Assistant (A)

Overview: Provide support and development for web based software, including the website and church management software.

Skills required:
- Solid Understanding of HTML and CSS
- Experience with programming languages such as JavaScript and C#
- Proficient with SQL
- Knowledge of app development
- Comprehension of Workflows
- Competent use of Microsoft Office and Adobe Creative Suite
- Able to learn new technology
- Strong problem solver
- Good communication skills verbally and written

Responsibilities:
- Technical support and development for the church's website
- Technical support and development for church management software (Rock RMS)
- Technical support for the church app
- Lead developer for custom projects
- Create custom reports
- Help with website updates as needed
- Assist with special projects or tasks

Additional Requirements:
- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned**.**