



**“We will love God, all others, and the Earth
by providing sanctuary, practicing hospitality, and performing ministry.”**
United Church Camps, Inc. (UCCI) Mission Statement

Job Title: Information Technology Specialist

Basic Function: To maintain, manage, and upgrade all UCCI software, hardware, and networks. Resourcefulness is a necessary skill in this role. The Information Technology Specialist should be able to diagnose and resolve problems quickly and have the patience to communicate with various interdisciplinary teams and users. The overarching goal of this role is to ensure that all technology infrastructures run smoothly and efficiently and provide real-time ‘help desk’ support to the UCCI staff.

This casual part-time, year-round position is 10-15 hours per week, work-from-home or on-site if specific needs dictate.

Significant Responsibilities:

- Install and configure software and hardware
- Manage network servers and technology tools
- Set up accounts and workstations
- Monitor performance and maintain systems according to requirements
- Troubleshoot issues and outages
- Ensure security through access controls, backups, and firewalls
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies
- Other tasks as assigned

Required Qualifications:

- Proven experience as a System Administrator, Network Administrator, or similar role
- Experience with databases, networks, and computer management
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent communication skills
- Previous education or training in Information Technology, Computer Science, or a related discipline
- Belief in and commitment to bringing the UCCI Mission Statement to life.
- Ability to adhere to the strictest levels of confidentiality.
- Excellent verbal and written communication skills.
- Self-starter with excellent time management skills.
- Ability to execute duties with a proactive approach to future responsibilities to ensure all deadlines are met.

- Must be friendly, flexible, and lead by example.
- Ability to work in and lead a team environment.
- Interested in creating spaces of unconditional acceptance.
- An inquisitive mind that is always looking for improvements.
- Willingness to learn, meet, implement, and teach the standards set forth by the Mission Statement.
- Ability to sit, stand, reach, lift, bend, kneel, climb, push, and pull items.
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the workplace.

Employee Name & Date

UCCI provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.