



POSITION DESCRIPTION

Position	IT Systems Administrator
Responsible to	Everton Park Campus
Hours:	Full time

This position includes voluntary commitments consistent with that expected of an engaged member of Nexus Church. The position works in unity with all ministries and departments.

POSITION IN CONTEXT

The IT Coordinator reports to Everton Park Location Pastor, and works closely with Senior Pastor executive assistant and the Nexus Care General Manager in relation to IT needs across both church and care.

PRIMARY PURPOSE

The primary objective of the IT Coordinator is to support the Vision of Nexus Church through adept management of information technology and infrastructure.

This entails ensuring a seamless alignment between the organisational vision and the practical implementation of IT resources, including occasional project oversight.

Key responsibilities include strategic planning, design, implementation, integration, and ongoing management of the IT network spanning Nexus Church and Nexus Care, as well as associated entities, such as Alley Cafe and Closeburn Country Garden.

Additionally, the role involves overseeing and administering various online platforms and systems utilised by the broader staff team, including but not limited to Google Workspace, Microsoft Office, and Adobe Creative Suite.



KEY RESPONSIBILITIES

The IT Coordinator will undertake the following key responsibilities within the church:

- IT Coordination for **Nexus Church**: This involves planning, deploying, maintaining, and providing helpdesk support. Additionally, it includes overseeing the network infrastructure of the Auditorium, Nexus office, and Alley Cafe.
- IT Coordination for **Nexus Care**: Ensuring day to day general IT needs are maintained, extending across both Everton Park, Sandgate and Samford locations.
- Collaboration with the Production Manager to assist in meeting the in-room requirements for the auditorium, particularly focusing on Sundays operation of the network.
- Offering project advice, facilitating integration, and implementing initiatives as directed by the Everton Park Location Pastor.

ATTRIBUTES

- A Christian based lifestyle and ethos..
- Strong organisation, administration and time-management skills.
- Good written and verbal communication skills.
- Highly organised, ability to multitask and detail oriented.
- Ability to problem solve and find effective solutions.
- Possession of a can-do attitude, demonstrating adaptability and flexibility.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Experience in IT Management, Project Management, and implementation.
- Desirable experience with Google Workspace/vault and Drive, ZOHO, and VOIP Phone Systems.
- Ability to onboard personnel, including setting up laptops, monitors, HIDs (keyboard, mouse, etc.), provisioning and configuring system accounts, and guiding users through these steps.
- Financial management experience, including procurement, purchasing, budget formulation, and lifecycle management and replacement schedules.
- Knowledge and experience with Microsoft Office suite applications.
- Audio/visual understanding and experience.
- General networking (wired and wireless) understanding and experience
- Helpdesk experience (ideally level 1, 2, and 3).
- Experience in one or more production elements (sound, lighting, multimedia) in a large and complex live environment.
- Understanding or experience with Dante, GreenGo, Resolume, RESI, or other production-specific products and systems.



- Understanding or experience in Digital Signage, including LED screens, control systems, scheduling software, and pixel/resolution mapping.
- Experience managing CCTV systems, retention, policies, and alerting.
- Experience with deploying and supporting Square, Lightspeed, or similar POS systems, including backend configuration.

ADDITIONAL REQUIREMENTS

- Must be available to work outside of usual working hours during special events.
- Be in agreement with the articles of faith documented in the policies of Nexus Church and the Australian Christian Churches United Constitution
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church and Nexus Care.

QUESTIONS?

Should you have any further questions, please email Claerwen@nexuschurch.com.au.

Please allow up to 48 hours time for reply.

Applications due by COB Friday 26 April 2024

How to Apply Please submit your resume and cover letter via email to claerwen@nexuschurch.com.au