



Job title *IT Team Leader*
Reports to *Operations Division Leader*

Job purpose

The information Technology Team Leader is responsible for the overall planning, organizing, and execution of all IT functions of CLUB1040. This includes directing all IT operations to meet corporate requirements, as well as the support and maintenance of existing applications and development of new technical solutions.

Remuniation

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expense reimbursements are available with prior written authorization.

Duties and responsibilities

The primary job duties and responsibilities of the Media Team Leader are to shepherd media projects from concept to completion for CLUB1040.

- Participate in CLUB1040 SHAPE Profile and Development program
- Recruit volunteer IT Team members to assist in IT operations
- Curate direct reports through CLUB1040 SHAPE Profile and Development program
- Analyzes complex business needs presented by the user community and recommends technical solutions.
- Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
- Directs operations in executing production tasks, according to a documented schedule that meets or exceeds customer expectations.
- Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.
- Directs and prioritizes the work load of subordinate Team Members.
- Reviews all designs, code and unit test plans where applicable.
- Participates on all hardware and software evaluations, upgrades, installations and maintains vendor contracts.

Qualifications

The ideal candidate for Media Team Leader will possess the following minimum qualifications.

Qualifications include:

- Bachelor's Degree in Information Systems, or related field
- 5-7 years of relevant technical experience
- Proficient in MAC OS, Server and Network Architecture
- Excellent Organization, Leadership and Communication Skills

Working conditions

Information Technology Team Leader will primarily work from home, but on occasion will be needed to attend CLUB1040 office briefings, events and extra local sessions.

Physical requirements

The position necessitates the Media Team Leader to sit for long periods, working in a computing environment.

Direct reports

Responsible to recruit, train and manage media savvy team members to assist in execution of assigned responsibilities.

NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.

Approved by: *Divisional Leader, Operations*
Date approved: *February 8, 2016*
Reviewed: *February 8, 2016*