

**Saint Bede Catholic Church**  
**Job Description - IT Coordinator**

**FLSA:** Exempt

**Job Status:** Full time

**Reports to:** Business Administration

Responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software, and related infrastructure. Responsible for technical research and development to enable continuing innovation within the infrastructure. Ensures that system hardware, operating systems, software systems, and related procedures adhere to Diocese of Richmond values. Assists Parish teams with technical issues, definition of needs, benefits, and technical strategy; and support of Parish staff in executing, testing, and rolling-out solutions. Responsible for all Audio Visual (AV) systems in the Parish. Responsible for key security and distribution, and maintaining building lock down schedules and alarm systems while working with the Facilities Supervisor. Responsible for all phone systems throughout the Parish.

**JOB RESPONSIBILITIES**

1. Install, upgrade, and monitor software and hardware on servers and workstations.
2. Maintain operating systems, parish applications, security tools, email, PCs, local and wide area networking – both hardware and software.
3. Prepare user documentation and train users in the proper methods of using all hardware, software and applications including security protocols.
4. Perform daily backup operations.
5. Make recommendations to engage outside contractors as necessary.
6. Provide help desk functions to Parish staff.
7. Create, change, and delete user accounts as required in Active Directory and Exchange Server.
8. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure/add new services as necessary.
9. Coordinate AV contracts and act as the staff sponsor to the Sound Ministry.
10. Coordinate phone contracts – both wired and wireless – and act as the primary point of contact for all phone issues.
11. Maintain and administer alarm codes for all Parish locations.
12. Maintain and administer key security for all Parish locations.
13. Plan, develop, and execute budgets for Computer, Audio Visual, and Phone systems.

**QUALIFICATIONS**

1. Bachelor (4-year) degree, with a technical major, such as engineering or computer science.
2. Systems administration experience in Microsoft Server 2012 R2 or similar.
3. Extensive experience with Microsoft Hyper-V or similar.
4. Extensive experience with Microsoft Exchange Server or similar.
5. Experience in Cisco Meraki networking is desirable.
6. Experience in SonicWALL Email Appliance is desirable.
7. Knowledge of AV, sound, and phone systems is desirable.
8. Ability to work with, develop, and utilize new systems (computer, AV, sound, phone, etc.) as needs dictate.

9. Enthusiastic learner and willingness to tackle new challenges.
10. Ability to adapt to changes in priorities.
11. Effective oral and written communicator with peers and computer users.
12. Ability to work a flexible schedule including evenings and weekends to perform maintenance activities as required.
13. Expectation of dependability, punctuality, efficiency, confidentiality and commitment to the mission of the church.
14. Attention to professional office decorum and appearance.

**Working Condition:** Position is full time (35 hours per week). Evening and weekend work is expected to perform maintenance activities as required.

**Benefits:** As outlined in *Called to Work in Harmony*

Interested candidates should send a cover letter, resume, and Diocesan application to Kahleen Nolan, Saint Bede Catholic Church, 3686 Ironbound Road, Williamsburg, VA 23188, at [knolan@bedeva.org](mailto:knolan@bedeva.org)