IT ADMIN

SUMMARY

As an IT Admin at APC, you will be responsible for the setup, maintenance, of all IT related infrastructure of APC; Design, development, implementation and operations of custom applications and portals of APCWO and related data processing. Monitoring, maintenance of platforms like VPS, domains, hosting and related accounts of APCWO content on internet; Study workflows and suggest / implement process automations related to data processing.

RESPONSIBILITIES

Your work will typically involve the following:

- Provision, Monitoring, Upkeep, and continual update of servers and their services
    - Web
    - Communication (Email, SMS, Mailing Lists)
    - Live Streaming
    - MIS
    - Portals (Online BC, Library, Cloud Storage etc.)

- Provision, Monitoring, Upkeep of IT inventory, both hardware, software, licenses and accounts with service providers.
- Design, development, implementation and operations of custom services as directed by the leadership.
- Periodic review of workflows, processes to enhance productivity, conserve resources.
- R & D, to explore, study, evaluate and implement newer avenues for the great commission on the Internet.

REQUIRED SKILLS AND QUALIFICATIONS

- Proficiency in IT networks.
- Familiarity with Services like web, mail, DNS, hosting etc. and provisioning of these services.
- Day to day monitoring of services and logs.
- Staying up to date with technologies and infrastructure related to work domain.
- Have good organizational and decision-making skills.
- A Bachelors or Advanced degree in Computers or related field, is preferred.

ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding. Hence additional responsibilities will be added as we progress.
- Be able to work under pressure and meet deadlines.
- Be prepared to work long hours if required.

OPPORTUNITIES
- Depending on your skills, calling and interest, you will have the opportunity to:
- Travel and serve on APC Missions
- Teach at APC Bible College
- Minister at Sunday services and Weekend Schools
- Volunteer at APC

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.