

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Systems Administrator	Operations	Director of IT
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	06.2026– cdb/HR

WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

The CCC Systems Administrator provides behind-the-scenes technical expertise and reliable IT support that enables ministry across all campuses and advances the church's mission to lead others to a life-changing relationship with Jesus. Partnering with Help Desk and Production, the Systems Administrator communicates project milestones, trains staff, and ensures dependable technology so ministry leaders can focus on discipleship and outreach.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Infrastructure and Project Implementation (GC, RW):

- Major focus in project implementation involving server, network, and infrastructure upgrades and maintenance.
- Primary responsibility for implementation of IT projects, participating in initial and ongoing project meetings, seeing projects through completion, and providing training to IT staff on ongoing administration as part of Systems Administrator duties, as necessary.
- Clearly communicate expectations, while tracking and reporting project milestones to team members and CCC staff regarding implementations and upgrades. Plan upgrade schedules and perform upgrades to all server and network infrastructure systems to ensure systems remain up-to-date with the latest software and firmware versions.
- Maintain and support Cisco/Meraki networking infrastructure, including Cisco Meraki switches, firewalls, Catalyst wireless access points, VLAN configuration, and network security.

Server and Systems Administration (E4, W/M):

- Administer and maintain Windows Server environments, including Microsoft Active Directory, Windows File Servers, and antivirus services (Avast). Support and maintain operating systems including Microsoft Windows and macOS environments.
- Perform and monitor backup and recovery procedures according to the disaster recovery plan (Goodsync). Automate backup processes for Events2HVAC and UNIS (IVU) databases.
- Monitor, maintain, and troubleshoot infrastructure systems including: Servers (Local and Cloud), Firewalls, Switches, Wireless Access Points, LAN/WAN/WLAN/VPN connectivity across multiple locations
- Provide "on call" support during church services and ministry activities, as required.

Team Collaboration & Support (E4, W/M):

- Assist Help Desk Administrator with computer and mobile device administration, including Tier 2 Help Desk support and time-off coverage, as needed. Work closely with the Production team regarding networking and infrastructure needs.

Additional Duties (E4, W/M):

- This job description is not all-inclusive. Other responsibilities related to campus ministry support and IT operations may be assigned as needed.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- Bachelor’s degree in Computer Science, Information Technology, or a related field is required. Consideration may be given to candidates with equivalent experience and demonstrated technical proficiency.

Experience:

- Minimum of four (4) years of experience in an Information Technology–related field.

Knowledge, Skills, and Gifts:

- **Technical Expertise:** Strong understanding of IT in a networked environment, including LAN/WAN architecture, client/server operations, and infrastructure components.
- **Systems Proficiency:** Experience with Windows Server environments, macOS support, Active Directory, backups, and familiarity with Google Workspace.
- **Networking & Security:** Knowledge of network devices and security practices (switches, firewalls, VLANs, wireless, VPNs); experience with Cisco/Meraki is a plus.
- **Communication & Documentation:** Excellent written and verbal communication skills; ability to document systems, communicate project milestones, and set clear expectations with staff.
- **Leadership & Teamwork:** Willingness to train and raise up others (Ephesians 4 mindset); strong interpersonal skills and a collaborative, team-first attitude.
- **Character & Service:** Demonstrates a Christ-like attitude in words and actions, a strong heart for service, and commitment to the church’s mission.
- **Work Habits:** Ability to work independently with efficiency, composure, and good judgment; capable of multitasking, prioritizing assignments, maintaining confidentiality, and managing time effectively.

EMPLOYEE ACKNOWLEDGEMENT: I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____