Covenant Church has an immediate opening for an experienced full-time **Network/Server Systems Administrator**. The qualified candidate will be responsible for ensuring the integrity and functioning of the enterprise-wide network by maintaining, supporting, installing and configuring relevant network related hardware and software.

**Duties include, but not limited to:**
- Assembles and configures network components and associated services.
- Sets up and maintains basic network operations, including assembly of network hardware, and provides assistance to the network manager.
- Performs network troubleshooting to isolate and diagnose common network problems.
- Upgrades network hardware and software components as required.
- Installs upgrades and configures network printing, directory structures, rights, security, software and files services. This includes setup, configuration and installation of servers, virtual servers, backup servers and associated backup tape drives, etc.
- Provides users with network technical support.
- Responds to needs and questions of users concerning their access of network resources.
- Create new user network and email accounts, user environments, directories, and security for networks being installed.
- Installs and tests necessary software and hardware.
- Other duties as assigned.

**PREFERRED EXPERIENCE/EDUCATION:**
Five years' experience in computer system or network programming or administration. Strong technical background in information technology and an in-depth understanding of information technology issues, trends, and leading practices. Experience with and knowledge of network architecture and protocols. Excellent communications skills (written, oral, and presentation), and interpersonal skills. Must have the ability to communicate effectively on technical issues to non-technical personnel. Team oriented individual with the ability to multi-task with minimal supervision. Demonstrated ability to work collaboratively. Experience with a variety of contemporary applications and operating systems specifically in a Church, Non-Profit organization or higher education environment are preferred. **EXPERIENCE WITH ACTIVE DIRECTORY OFFICE 365 AND EXCHANGE ARE A MUST.**

Bachelor's degree (B. A.) from four-year college or university; or five + years related experience and/or training; or equivalent combination of education and experience.

**Technical skills:**
- Network System design
- Project management
- Windows Server 2008/2012
- Troubleshooting and Monitoring IT Systems
- DHCP, DNS administration
- Network documentation
- Advanced network diagnostics
• Develop Daily Usage Reports
• SQL Server w/SQL Reporting Services
• Baseline assessments and recommendations
• SAN provisioning and installation (Equalogics)
• Ability to write scripts in VB
• Microsoft Exchange 2013
• Microsoft Lync & Skype for Business
• SharePoint
• Experience with file storage devices
• Experience with backup systems (StorageCraft)
• Office 365 is Required
• MCSE Certified is a plus
• CCNA Certified is a plus

Non-technical Skills:
• Excellent written and verbal skills are essential, including preparation of high quality documents
• Ability to meet deadlines, ability to achieve and maintain expected productivity levels
• Motivated to contribute and do what it takes to get things done
• The ability to work both with teams and across multiple teams of members without reporting responsibility to the position
• Ability and willingness to learn quickly
• Has professional standards with regard to attendance, personal accountability, and integrity
• Ability to run multiple projects simultaneously

Other Knowledge/Skills Required:
• Detail oriented and capable of high volume of multi-tasking
• Strong written, verbal and extensive organizational and time skills
• Ability to work independently or in a team environment
• Must accurately perform clerical and administrative duties (typing, spelling, grammar, etc.)
• Must be proficient in MS Office (Advanced: Word, Excel, Power Point)
• Must have strong customer service experience and desire
• Must be able to maintain the strictest level of confidentiality
• Must be able to work in a deadline driven environment.
• Must possess the ability to produce in a fast-paced environment
• Must possess a “can-do” attitude
• Must exhibit a professional and pleasant demeanor
• Proven experience in office environment
• Fellowship One experience is a plus
• Non-profit experience is a plus

Ability to:
• Understand and follow oral and written instructions and directions
• Prioritize and organize a variety of tasks and responsibilities (multi-task)
• Establish & maintain effective working relationships with staff, members & volunteers
• Communicate effectively
• Process and research from an analytical standpoint
• Problem solve
• Learn quickly
• Self-motivated
• Maintain sensitivity to situations and needs of others

Must be/have, but are not limited to:
• Covenant Church member in good standing
• Committed to Covenant Church and the vision of the ministry
• Personal and spiritual maturity to function among varying levels of ministry personnel and leadership
• Committed to ongoing personal spiritual growth
• Willingness to learn new methods and software
• Must be able to work additional hours, nights & weekends as needed
• Must be able to continually turn & flex or rotation of the wrist(s), hands, fingers and spine
• Must be able to maintain continuous sitting, standing, walking, stooping, kneeling, reaching, pushing, pulling & carrying
• Must be able to lift 30 lbs.
• Must pass background/criminal history check
• Must be able to provide proof of eligibility to work in the US

If you know someone who would be qualified for this position please have them send a resume with salary requirements to jobopenings@covenantchurch.org.