

Family Life Ministries, Inc.

Information Technology Systems Administrator

Re: Job Description

Family Life is a multi-faceted ministry located in the beautiful Finger Lakes area of New York. The ministry, which was founded in 1957 has an opening for a full-time position for an Information Technology Systems Administrator. Family Life includes a regional FM radio network of over 60 signals throughout New York and Pennsylvania along with full-time departments in Performing Arts, Biblical Counseling, and Events.

The Systems Administrator is responsible for supporting and maintaining existing infrastructure, as well as supporting IT end users. They will be expected to execute on tasks provided by the Information Services Director, as well as help identify potential solutions to improve workflows and technology usage. The Systems Administrator is part of the Information Technology department, and reports to the Information Services Director.

The individual chosen to fill this position will have the opportunity of working with a talented team of over 50 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements to fill this position.

Family Life considers partnership with local churches and other Christian organizations / ministries a high priority. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life. Email resume and portfolio to ricksnavelly@fln.org or mail to Family Life: POB 506; Bath, NY 14810.

Duties and Responsibilities include but are not limited to the following:

- Monitor Servers and Systems for Program Updates, as well as Utilization
- Spec and Implement new hardware
- Update and Implement software solutions
- Provide Level 2 Help Desk Support to end users
- Act as backup Level 1 Help Desk when the need arises
- Recommend changes to both Infrastructure and Workflows to resolve issues and improve efficiency.
- Willingness to perform "Off hours" maintenance when needed

Knowledge and Skill Requirements:

- Bachelor's Degree in Computer Science or 3 years work experience
- Windows Server (2012 and newer)
- Microsoft SQL Server Management and Query Experience
- Microsoft IIS Installation and Management
- Experience with Microsoft Hyper-V Virtualization Environment

- Management of Microsoft Office 365 Platform
- Familiarity with Edge Firewalls (Sophos a Plus) and Backup Solutions (Quest also a Plus)
- Experience in Problem Solving
- Good Organizational Skills
- Blackbaud Raisers Edge Experience a Strong Plus

Family Life Ministries, Inc. is an equal opportunity employer.