西雅圖證道堂
Evangelical
Chinese Church
of Seattle

Information Technology Manager

Position Title	Location
Information Technology Manager	ECC Redmond Campus
Supervisor	**Weekly Hours**
Stewardship Chair and Church Administrator	40 Hours
Job Classification	**Ministerial Status**
Full-Time Exempt	Non-Ministerial

About ECC Seattle:

The Evangelical Chinese Church of Seattle (ECC) is a well-established multi-generational, multilingual (English, Mandarin, and Cantonese), multi-campus church. We have locations in Seattle, Redmond, and Edmonds, using the "One Church Multiple Campuses" model. Our members are from various backgrounds, and our church is not affiliated with any denomination.

Our Mission:

ECC strives to be a Missional Church. We seek to help people come into a relationship with Christ, grow and mature their faith through the Holy Spirit, be transformed into His likeness, share God's love with those around us, and be a blessing to others in our community and in the world – all to the glory of God.

Our Mission Motto is: Faith to Faith, Life to Life, Generation to Generation.

The Position:

ECC is seeking an experienced IT Manager to lead and maintain our church's technology infrastructure. In this role, you will oversee network/system management, cybersecurity, audio/visual systems, and user training. The candidate will help ECC to leverage technology as a vital tool in connecting our congregation, enhancing our worship services, and expanding our ministry. This position is based in Redmond, but the person will be responsible for the IT infrastructure for all three campuses in Redmond, Seattle, and Edmonds.

- Pay Range is $80,000-$89,000 DOE.
- We offer medical/dental/vision insurance, PTO, and sick leave.
- We also offer a generous 403(b) retirement plan and tuition reimbursement.

Responsibilities:

- Evaluate, recommend, and implement appropriate enterprise software platforms for church staff and volunteers (i.e. Microsoft OneDrive/Teams vs Google ecosystem).
- Assist in research and development of overall IT strategy to streamline church operations, including facility maintenance/reservations and Zoom account management.
- Establish enterprise electronic data storage/archival system and develop access and security protocols.
- Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.

- Set up and configure of new hardware and software for employees and perform regular maintenance and updates to ensure systems are secure and running efficiently.
- Manage software licensing and ensure compliance with licensing agreements.
- Conduct training sessions for employees to help them understand and use technology effectively.
- Create and update user manuals and guides for common technical issues and software usage.
- Monitor and maintain local area networks (LANs) and internet connectivity to ensure network security and compliance with ECC's policies.
- Implement and maintain security protocols to protect sensitive data and systems as well as conduct. regular security audits to identify vulnerabilities and recommend improvements.
- Have experience with network cabling installation and maintenance.

Requirements:

- Commitment to the Lordship of Jesus Christ and spiritually mature
- Agree with the ECC Statement of Faith and Statement of Marriage and Sexuality
- Eligible to be an ECC member and to be employed in the US
- 3-6 years of related IT experience desired
- Associate's degree in information technology, Computer Science, or related field (Bachelor's degree preferred)
- Willingness to travel between ECC's three campuses on a regular basis
- Strong knowledge of computer systems, hardware, and software
- Familiarity with network administration and basic security protocols
- Excellent problem-solving and communication skills
- Project management skills and the ability to delegate tasks and monitor progress
- Ability to work independently and as part of a team
- Stay current with evolving cybersecurity threats and best practices
- Knowledge of Azure Active Directory (Azure AD) and related security practices
- Relevant certifications (e.g., CompTIA Security+, CISSP, CEH) are highly desirable

Why Should You Apply?

- We believe this is a role where faith and innovation come together to make a lasting impact.
- ECC offers flexible hours and a WFH policy to maximize your ability for work-life balance.
- ECC offers excellent professional development to help you stay current or pursue a higher.

For fullest consideration, applicants should submit their resume and a completed application form along with three references to resume@eccseattle.org.

We look forward to hearing from you!