



Network Systems Specialist

The network is a crucial part of The Grove's ministry to equip the church in carrying out Jesus' commission to reach the whole world (Acts 1:8). The Network Systems Specialist works to maintain and trouble shoot all Grove network systems. Effective technical systems are integral to aiding all Grove staff and volunteers to impact our target community.

Reports To: IT Network Administrator
Works with: Church staff and local partners
Works: Part time, 20 hours per week

Network Management – 90%

- Install, configure, manage and terminate connectors for security camera system.
- Maintain network voice and data cabling, network shares, printer sharing via print server and local NTFS permissions, wireless access point configuration, VLAN, FTP.
- Coordinate asset management for IT department.
- Manage data protection.
- Maintain the VoIP phone system.
- Oversee virus removal, troubleshooting, imaging computers, and cloning HDD's.
- Assist staff with Microsoft Office products including Office 2003- 2013, Office 365, Hyper-V, VMWare, PC America (POS Software), POS Credit Card Application, QuickBooks, VNC, TeamViewer, LogMeIn.

Other – 10%

- Attend IT team meetings, all-staff meetings and devotions.

Requirements

- Able to build computers.
- Expertise with Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Mac OSX.
- Understand building and configuring, WSUS, RAID, Group Policies, DHCP, DNS, VPN, Remote Desktop Services, VHD.
- Knowledge of Server 2003, Server 2008, Server 2008R2, and Server 2012.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith**. All applicants confirm they have reviewed and are in full agreement with each part of the statement of Faith. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith.*