

CRU/ISP POSITION DESCRIPTION

Business Title: Web Technology Specialist
Ministry/Team: ISP/Communications
Reports To: Digital Systems Team Lead
FLSA Status: Supported or Affiliate Staff
Prepared By: Russ Licht
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Approved By: Jo Anne Licht
Job Code:

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ

SUMMARY DESCRIPTION OF POSITION:

Support International School Project digital systems and infrastructure. Experience with web services, online learning systems, and website content management is needed. This role includes close cooperation with the field ministry, operations, and communication teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

As an employee with Cru:

- Actively and intentionally grow in his/her Christian faith
- Maintain a positive witness for Christ
- Express a dependence on the Holy Spirit
- Share what God is teaching him or her
- Consistently attend and participate in team/ministry devotional times.

FOR THIS POSITION:

- Transferring written words, images, or videos from one place to another.
- Reformatting words or images to display properly on different web-based locations.
- Layout web content in a responsive environment for display on different sized screens. (Note: this does not involve writing responsive code, but does include knowing how changing formats affect the readability and viewing of that content.)
- Configure a web service to make content from one source usable on a different platform.
- Create new ways of displaying existing training materials on online learning platforms.

OTHER FUNCTIONS (Non-essential)

Demonstrate and model personal spiritual discipline and assist in the development of an environment on the team where individual team members grow in their own Christian walks.

Personal development - engage in the Staff Development process including creating and implementing a Personal Development Plan (PDP) targeting areas of growth.

Perform related duties or special projects as assigned

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Web site content management - for getting our words and pictures onto web pages or other online systems.
- Online learning systems - for creating online courses, lessons, and topics from existing training materials.
- How different web services connect and share information across digital platforms.
- Basic knowledge of graphic design concepts.

ABILITY TO:

- Learn different web authoring tools as technology evolves and gets replaced with newer tools.
- Configure simple web services to connect accounts and share data between different platforms.
- Transfer materials written for paper formats into scalable more flexible web content and include additional content like videos, interactive images, or links to other web content.
- Use basic graphic editing tools to resize, scale, and crop existing images.

EDUCATION and/or EXPERIENCE

- Experience with online learning as both a student and then as a content curator. (Note: a curator is not the same as being an author or creator. Rather it is taking created content and moving into a new place.)
- Experience connecting or combining online content from more than one source into a single web platform.
- Associate degree plus 2 years of experience. Or an equivalent combination of education and experience.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger,

handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

PERSONAL CHARACTERISTICS - A learner's attitude and an ability to embrace new challenges. A high level of comfort with digital technology and a desire to find new ways of using technology to reach or teach a growing audience.

As stated in the U.S. Staff Handbook, it is expected that Campus Crusade for Christ staff, as members of its Religious Missionary Order, will demonstrate a balanced, Spirit-filled Christian lifestyle and maintain biblical priorities in commitments to ministry, family, associates, personal interests and study.

FINANCIAL RESPONSIBILITIES -

Campus Crusade for Christ RMO Staff are expected to maintain a positive balance in his/her staff account, properly administer financial resources, and communicate consistently with his/her support team.

As stated in the Part-Time Field Staff Handbook, it is expected that Cru Part-time Field Staff make personal devotions a regular part of his/her daily routine and live lives that are above reproach, temperate, self-controlled, respectable, and hospitable, and act with a high level of consideration for those around him/her.

CHRISTIAN GROWTH -

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement, and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance, and conduct as outlined in the "Standards and Expectations" section of the employee handbook.