centre street church
christ at the centre
cschurch.ca

WEB /CMS Administrator

Full-time Position

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 8 services across 5 campuses.

We are looking for a *WEB / CMS Administrator* to join us on this exciting journey God has us on.

If you love to learn, have a heart to make a difference in people lives, and are excited about how technology can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Primary Duties and Responsibilities:

- Maintain and develop internal and external websites, built on the Rock RMS platform (https://www.rockrms.com/), a CMS and CRM.
- Scope, schedule and execute project deliverables to meet ministry needs.
- Work with various ministry partners to develop solutions. This may include understanding their requirements, designing the solution, configuring software, testing, deployment, maintenance, and training.
- Develop supporting guidelines, policies, and documentation.
- Creating process workflows.

Core Skills/Experience:

- Project management experience
- CMS and CRM development experience
- **Fundamental understanding and interest in growing in** HTML/CSS/JavaScript
- Working knowledge of graphic design principles and best practices

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- Experience in discovering and developing volunteers
- Experience building workflows and processes
- Excellent communication skills
- Ability to problem-solve/troubleshoot "on the fly"
- Exceptional organizational and time/self-management skills
- Possess a strong curiosity to learn and ask crucial questions
- Detail-oriented and ability to complete tasks quickly and effectively
- Excellent interpersonal skills and ability to respectfully deal with conflict
- Flexible and adaptable
- Ability and/or experience of working in a collaborative team environment.

If you also have the following experience, you'd be an even stronger candidate!

- Experience with programming and database management
- Proven experience with Adobe Creative Cloud programs (Photoshop, Illustrator, InDesign, and Acrobat)

Qualifications:

- Understand, support and live out CSC's membership covenant and statement of faith.
- Be a model to others of what is means to be a fully devoted follower of Christ.
- Adhere to and uphold CSC's Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement and Staff Expectations.

If you can check all the boxes above, we want to hear from you! Please apply by completing our CSC Employment Application and sending it along with your resume and cover letter to HR@cschurch.ca.