

Job Title: Director of Information Technology

Job Summary

Our Lady of Loreto Catholic Parish is seeking an experienced and highly-skilled IT Director to join the Our Lady of Loreto Catholic family. The Information Technology Director is responsible for the overall planning, and organizing of all IT functions for the Church and School.

Duties and Responsibilities

- Maintain all computer desktops, laptops, and servers for church and school
- Maintain, purchase, configure and install all IT hardware
- Act as network administrator for parish and school
- Configure and maintain both Ethernet and wireless networks for parish and school
- Maintain SonicWall firewall and filtering
- Review current and renewal contracts
- Prepare an annual IT budget for Church and School
- Maintain and enhance network infrastructure
- Maintain Meraki and Cisco switches across campus and rectory
- Replace hardware inventory as needed
- Maintain Active Directory environment
- Coordinate the introduction of new technologies
- Responsible for the maintenance of all Mimeo interactive classroom projectors
- Responsible for all AV within the school and church VCR's, DVD players, cameras...
- Maintain telephone system (VOIP) , school bell and PA System
- Responsible for school and parish printers
- Ordering and stocking of toner or ink for classroom and desktop printers
- Keep hardware and software inventory of existing equipment
- Evaluate new hardware and software
- Consult with school and parish administration and keep them informed of new projects or initiatives
- Provide strategic long-term planning for parish and school technology goals
- All other assigned duties

Requirements and Qualifications

- B.A. or B.S degree in Computer Science or related field required
- Minimum 5 + years as IT Director or relevant work experience
- Minimum 3 + years in IT leadership or management setting
- Excellent project management, communications and interpersonal skills

Skills

- Solid working knowledge of Windows 2012 R2 server
- Solid working knowledge of Active Directory and roaming profiles
- Working knowledge of Office 365
- Working knowledge of Exchange E-Mail

- Working knowledge of VMWare
- Solid understanding of Networking (TCP/IP)
- Working knowledge of Avaya VOIP telephone system a plus
- Working knowledge of Dell server, desktop and laptop hardware
- Working knowledge of S2 Network Security system
- Ability to communicate effectively with parishioners, colleagues, supervisors, students, and parents.
- Serve as a model of the Catholic faith in words, actions, manners of dress, and demeanor.

Other Duties may include

- Coordinate and participate in afterhours activities for Our Lady of Loreto Ministries
- Assist Religious Education ministry
- Assist pastor with other AV events