



# Technologist Job Description

**Reports To:** Team Leader or designee.

## Overview

A Technologist is skilled in specific areas of IT and will develop, maintain, and upgrade a Media to Disciple Making Movements (M2DMM) system as it grows in complexity. A Technologist will accelerate implementation, increase functionality, and enhance quality. Abilities and skill set should include programming, graphic design, web design, and data analysis.

## Responsibilities and Duties

1. **Manage Websites:** Launch and manage websites. This includes the purchase of hosting and domain names, setting up SSL, installing updates, building pages, and modifying content.
2. **Enhance Quality:** Eye for design in providing for a clean looking website interface, and enhancing content creation.
3. **Increase Functionality**
  - Create a basic M2DMM system that involves integrating an evangelistic website, a Pray4country website, and the disciple-making CRM (Disciple.Tools) together. Integration also involves social channels, Slack, Trello, EchoGlobal and any other needed tools.
  - Obtain necessary knowledge and skills as technology changes.
4. **Systems Administrator**
  - Manage the SSL
  - Install plugin and theme updates weekly
  - Maintain smooth operation of WordPress
  - Use secure passwords and 2-factor authentication
  - Setup Disciple.Tools
    - Configure the site
    - Add/set up new plugins
  - Setup Echo Global for new teams
  - Disciple.Tools Administration
    - Invite and manage Disciple Tools users
    - Change roles
    - Add new users
    - Help users with login issues
    - Customize Disciple Tools
    - Create/modify custom tiles, fields, and options
    - Add Locations and people groups

- Setup site connections with other Disciple Tools sites
- Manage official Disciple Tools plugins and recommended plugins

## The Technologist Relationship with Team Members:

- **Dispatcher:** The Dispatcher may need the site adjusted or customized for growing needs. He/she will discuss with the Disciple Tools Admin ways to adjust the site accordingly.
- **Marketer or Digital Responder:** The Disciple Tools Admin will work with a Marketing or Responder team member to determine which online sources the M2DMM system should receive contacts from. An essential function is that the social channels (often Facebook) integrate either with Disciple.Tools or with an intermediate communication platform like Echo Global.

## Overall Qualifications

An effective Technologist:

- though not required, certifications in IT related fields are preferred. (e.g., PMP, CISM, CompTIA)
- is qualified to serve as the Administrator and/or the Dispatcher role.
- communicates effectively with end users.
- monitors changing technology, delivers updates, and has a willingness to learn new platforms as technology changes.
- has experience with or knowledge of programming language (like PHP and/or CSS) and operating systems.
- has knowledge of the backend of WordPress.
- has experience with implementing, configuring, and testing solutions.
- is a self-starter with the ability to work autonomously while meeting stated objectives.
- can live and work remotely and it may not be necessary for involvement in the M2DMM implementation strategy.

**General Sign-off:** I have read and understand this explanation and job description and accept the responsibilities as outlined.

Signature: \_\_\_\_\_ Date: