

## Job Description

---

**HARVEST  
BIBLE  
CHAPEL  
BARRIE**

**Title:** *IT & Computer Technician*  
**Classification:** *Support Contract*  
**Reports to:** *Finance & HR Director*  
**Hours:** *Flexible/Retainer*  
**Compensation:** *As negotiated*

### SUMMARY

Working with staff and key volunteers, the IT technician will be strongly committed to ensuring the necessary equipment and software is available and working so that ministry is not hindered by technical issues.

### RESPONSIBILITIES

#### IT Support Duties:

- Maintain and ensure proper functioning of church network and internet service for the church building and in the office.
- Purchase equipment based on technical needs (computers, accessories, etc.).
- Purchase software and applications for all staff.
- Manage and administrate all software licenses.
- Responsible for the administration of Apple Business Manager.
- Responsible for the management and support through Mosyle MDM.
- Maintain inventory of software licenses and equipment.
- Setup of equipment for new staff.
- Reset/wipe equipment and transfer of files for staff turnover.
- Define the best way to dispose of equipment that is no longer needed or is not up to date.
- Provide IT support for all areas of ministry.
- Be available on an on-call basis for IT support needs 7 days a week.
- iPhone software and application support.
- Provide recommendations on the best use of software and equipment as needed.