

Entry Level Mac/PC Desktop Support for Large Christian Ministry

Bluefish TV & RightNow

Job Snapshot

Location:	3304 Essex Dr Dallas/Fort Worth, TX 75082
Base Pay:	\$32,000 - \$34,000 /Year
Other Pay:	Health Insurance and Matching HSA Contribution
Employee Type:	Full-Time
Industry:	Not for Profit - Charitable Printing - Publishing Broadcasting - Radio - TV
Manages Others:	No
Job Type:	Entry Level Information Technology
Education:	2 Year Degree
Experience:	2 to 7 years
Travel:	None
Post Date:	3/1/2011

Contact Information

Contact:	Scott Mosley
Phone:	(972)-560-5600

Description

Large Christian Publisher looking for Entry Level Desktop Support

Our organization is located in Richardson, TX with about 95 people on our team. We are a young team that works hard because we believe there is a greater purpose to our work than the work itself.

Bluefish TV (www.bluefishtv.com) creates video resources used in tens of thousands of churches across the U.S. We work with well-known authors and leaders including Francis Chan, David Nasser, Erwin McManus, Donald Miller, Doug Fields, Louie Giglio, Drs. Les and Leslie Parrott as well as others to produce relevant small group curriculum for youth groups and adult groups. In addition we have produced hundreds of 2-3 minute video illustrations that pastors and teachers can use in their large group settings.

The **Rightnow Campaign** (www.rightnow.org) is passionate about connecting 20 and 30-somethings to serve God with their passions and gifts.

At **RightNow Training** (rightnowtraining.org) it is our desire to inspire, inform, encourage, coach, and train better teachers and volunteer leaders through an online training platform.

Our organization is in need of a strong Desktop Support employee. This is a great opportunity for someone with the energy and experience to have a huge impact on the future growth our ministry.

This position will work closely with the sales and operations departments. To make sure these departments are able to run smoothly each day, a daily/weekly task list should be followed for doing basic maintenance on the machines as well as loading new call lists into our dialer system and contacting our vendors for any updates on the servers.

Requirements

Desktop Support/IT Generalist

Hours - Monday - Friday 7:15am-4:15pm

Strong communication skills and driven personality.

Support and Maintain basic technology throughout the building and warehouse:

- 90 PC workstations
- 16 Mac workstations
- 6 network printers
- 4 desktop printers
- 3 Presentation rooms (including TVs, DVD Player, sound system...etc)

Maintain strong relationships with our service providers:

- DataMagic – we've had a long standing relationship with this company. We contract large IT projects through them and also purchase many of our machines from them. They monitor and maintain our 13 servers (including Exchange 2010, fileserver, Domain Controller) as well as our Cisco Firewall and Router
- RealComm Solutions - this long standing relationships has allowed us to find the lowest cost carriers of long distance and local phone as well as a low cost provider of internet connectivity to our building.
- Telecom Solutions USA - for the last 4 years, we have worked with this organization for any maintenance and troubleshooting regarding our PBX and Dialer systems.

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NEXT STEP:

If interested, please:

- Read through the description below to see if you are qualified
- Look over the www.bluefishtv.com, www.rightnow.org and www.rightnowtraining.org sites to become more familiar with our ministry
- Create a cover letter that explains why you would be a good fit with our organization.
- Put together a salary history and salary requirements for this position
- Update and include your resume
- Send your cover letter, salary history and resume to our Vice President of Web Initiatives and Operations, Scott Mosley - jobs@bluefishtv.com

Scott Mosley
3304 Essex Drive
Richardson TX 75082