

## Summary of Position

The Tech Manager is responsible for managing, maintaining, and supporting the various technologies used by Higher Things, as determined by the Media Executive. This is a part-time (estimated 5–10 hours per week) position.

## Primary Responsibilities

### Web

- Manage and maintain Higher Things' website technology.
- Upload Higher Things' Reflections to the Higher Things' website.
- Post Magazine content to the Higher Things' website.
- Maintain and register Higher Things' domains.

### Email

- Manage general support emails to webmaster@ and support@higherthings.org through HelpScout.
- Assist in creating and sending MailChimp campaigns.
- Maintain and manage organizational email system through Google Apps Domain and support as needed.

### Social Media

- Administrate access to the various Higher Things' social media accounts (Facebook, Twitter, Instagram, etc.).

### 3rd Party Applications *(A list of applications/services is on page 2.)*

- Offer general support for the various applications/services Higher Things uses to accomplish its mission.
- Manage access to these applications/services.
- Provide on-site technical support at Higher Things Conferences.
- Assist in developing the board-approved Technology Budget.
- Attend Higher Things' summit meetings as able/needed.

## Qualifications

- Member in good standing of a congregation belonging to The Lutheran Church—Missouri Synod.
- Expert with the content management system WordPress.
- Knowledge of HTML, CSS, and JavaScript is a plus.
- Broad-based knowledge of software solutions.
- Ability to learn new hardware/software quickly.
- Excellent problem solving skills.
- Excellent communication skills, verbal and written.
- Team-player and self-starter.
- Strong work ethic with ownership and pride in results.
- Result-driven and result-oriented.
- U.S. Citizen, this is not an H-1B eligible position.
- Clean criminal record.

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## About Higher Things

The mission of Higher Things® is to assist parents, pastors, and congregations in cultivating a distinctively Lutheran identity among their youth and young adults.

To apply for this position, please email your current resume with a cover letter and salary expectations to [media@higherthings.org](mailto:media@higherthings.org) no later than Friday, August 31, 2018.

### **3rd Party Applications**

- Google Apps domain
- LastPass
- WordPress
- Zapier (Software-As-A-Solution)
- Dropbox
- Buffer
- YouTube
- MailChimp
- Donate.ly
- HelpScout
- Sellfy
- Shopify
- CDBaby
- Feedburner
- Linode
- WPEngine
- Trepstar
- Amazon S3/Cloudfront
- Eventbrite
- Cvent
- GoDaddy
- Facebook
- Twitter
- Instagram
- Pinterest
- Snapchat
- Grasshopper
- FreeConferenceCall
- UberConference
- Bit.ly
- Memberful
- Podtrac