



Title: Technical Support Coordinator	Prep/Revised Date: March 2026
Reports To: Technical Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt / Part-Time	Campus: Fort Collins

Summary

The Technical Support Coordinator plays an important role in supporting our staff by helping them use church systems effectively, maintaining organized and reliable data, and ensuring our digital tools work smoothly together. This role helps remove technical barriers so our staff can focus on ministry and serving people.

About Timberline Church

Timberline exists to lead people into a transforming relationship with Jesus Christ. We are committed to loving God, loving others, and serving our community through meaningful ministry, authentic relationships, and faithful stewardship of the resources God has entrusted to us.

Our staff culture values collaboration, humility, excellence, and a heart for serving others. We believe technology plays an important role in supporting ministry and helping our staff and volunteers work effectively as they care for people and advance the mission of the church.

Duties & Responsibilities

Staff Technology Support

- Provide day-to-day technical support for staff software and systems.
- Troubleshoot technology issues and assist staff in finding effective solutions.
- Provide training for new staff and ongoing training as needed.
- Assist with staff onboarding and exit processes related to system access and technology tools.

Software & Systems Management

- Manage user permissions and access across church systems including:
 - Church database
 - File sharing platforms
 - Microsoft Teams and collaboration tools
- Help maintain consistency and best practices for system use across departments.

Database & Process Alignment

- Support administration of the church database and giving platforms (currently CCB and Pushpay).
- Help maintain data integrity and consistency across departments.
- Provide training and guidance to staff on database usage and best practices.
- Assist in developing processes that support efficient data management and system integrations.

Systems Integration & Technology Coordination

- Support integrations between the church database and other ministry tools including:
 - Website
 - Mailchimp
 - Church App
 - Other platforms as needed
- Help ensure reliable data flow between systems.
- Direct staff to the appropriate technology team member when specialized support is needed.
- Assist the Technical Director with technology initiatives and projects.

Skills/Qualifications

Staff members are not only team members but also partners in ministry. The Staff Technology & Systems Coordinator should demonstrate the following:

- A personal commitment to the mission and values of Timberline Church.
- A heart for serving others through excellent support and collaboration.
- A proactive and solution-oriented approach to solving problems.
- Strong communication and relational skills when working with staff across ministries.
- The ability to handle sensitive information with integrity and confidentiality.
- Flexibility and a willingness to support the needs of ministry in a team-oriented environment.

What Success Looks Like

- Staff feel confident using church systems and know where to get help.
- Technology processes are clear, consistent, and easy for staff to follow.
- Database records remain organized and reliable.
- System integrations function smoothly and support ministry operations.
- Staff technology issues are resolved quickly and effectively.

Education and/or Experience

- Relevant college degree **or**
- Two or more years of experience in IT support, systems administration, database management, or related field.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

*Please Note: you must submit all requested items to be considered for employment. **You do not need to complete the S.H.A.P.E Assessment unless specifically asked.***

Position Details: Part-Time.

Exemption/Hours: Non-Exempt. 20 hrs/week.

Compensation: \$20.00 – 23.00/hr.; depending on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)