

Career Opportunity**Eternal Impact***...join us and make a world of difference*

DESKTOP SUPPORT COORDINATOR

The Billy Graham Evangelistic Association of Canada (BGEAC) is seeking to fill the role of **Desktop Support Coordinator**. This position is responsible for the proper provisioning, maintenance, storage and disposal of Information Systems assets while maintaining accurate inventory records for equipment, software and end user information. The Desktop Support Coordinator will respond to incoming help/equipment requests from local and remote staff in a timely and efficient manner providing support for all Information Systems supported software and equipment. This position will also be responsible for creating and managing user accounts and supporting the Network Manager with server and software maintenance when required. This individual will help BGEAC carry out its mission and objectives through participation in daily prayer ministry and the aforementioned functions as an integral member of the Information Systems Team.

Qualifications:

Qualified applicants should be committed to Christian values and precepts and be in agreement with the Billy Graham Evangelistic Association Statement of Faith. Applicants are expected to have 2 years of experience in a helpdesk setting and in-depth knowledge of end user computer systems, peripherals and mobile devices including Microsoft Windows PC's, Apple Mac's, Printers, Blackberrys and Apple iOS Devices. As well as in-depth knowledge of end user software including Microsoft Windows XP/Windows 7, Mac OS X, and Microsoft Office Applications. In addition, the candidate will have a working knowledge of local area network connectivity, Microsoft Windows Server 2003 and above, Active Directory and Exchange and Microsoft SharePoint Server. A+ certification would be considered an asset as well as any Microsoft Professional Certifications. This is a fitting role for an individual who is a team player that works efficiently with high attention to accuracy and strong organization, problem solving and self-direction skills that is willing to learn and take on new challenges. The Desktop Support Coordinator is expected to continually learn and develop their skills..

Contact Information:

To respond to this opportunity, please forward your **resume together with a cover letter** detailing your passion for Christian ministry employment to:

Attention: Human Resources
20 Hopewell Way NE, Calgary, AB T3J 5H5
Email: employment@bgea.ca

Application Deadline: Open until a suitable candidate is selected

Note: Staff must be in agreement with the Billy Graham Evangelistic Association Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview. **No phone calls please.**



The Billy Graham Evangelistic Association is a nondenominational evangelical Christian organization created to support the ministry of Billy and Franklin Graham in spreading the Gospel of Jesus Christ throughout the world, by any means available.