



Take ACTION

I. T. Support (1)

Church Growth Ministries

POSITIONS: I. T. Support

DEPARTMENT: Seconded to work with CGM

PLACE OF SERVICE Christian Growth Ministries, Manila, Philippines

DATE REVISED: September 2009

RESPONSIBILITIES:

Principal Duties and Essential Job Functions:

1. Support and administration of IT systems and network, both hardware and software. (Windows Platform -Win98, XP & Vista)
2. MS Access & SQL Database Support and Administration.

Other Duties:

1. Construction and development of websites.
2. Responsible for the graphic design of Newsletters, Brochures, and other promotional materials.
3. Support for project and ministry audio visual presentations.

ACTION Philippines 2009-2010 Personnel Needs List

Updated September 2009