



## Job Description

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**Job Title:** Cloud Network and Security Administrator  
**Department:** Information Technology  
**Reports To:** Information Technology Director  
**Status:** Full-time  
**FLSA Status:** Exempt

### ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 165 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

### SUMMARY

The Network and Security Administrator plays a key role on the IT team to advance the cloud network and security technology by planning, developing, implementing, configuring, maintaining, supporting, and optimizing the cloud network environment, security, and other associated systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

1. Ensures the performance and reliability of the Converge cloud network
2. Monitors and maintains the security systems and takes corrective/preventive actions necessary to secure the Converge cloud network and endpoints
3. Acts as the primary support person for end users' issues and questions related to network connectivity and similar incidents
4. Assists with troubleshooting incidents related to MS 365, MS Azure, VPN, and security
5. Maintains the DNS host records and SSL certificates of cloud servers
6. Works with third-party vendors who manage our Microsoft Azure environment and related systems (e.g., virtual machines, backups)
7. Routinely audits user account access, and server and endpoint configurations to keep current and reduce access vulnerabilities
8. Performs eDiscoveries at the request of Human Resources and Converge leadership

9. Executes security investigations and prepares security reports to inform Converge leadership of problematic activity
10. Assists with system access management by managing user accounts and application licensing
11. Conducts research on network products, services, protocols, and standards in support of network procurement and development efforts
12. Works with vendors and project managers on system implementations, upgrades, and other major projects involving the cloud network environment and security systems
13. Keep current with cloud technology advancements and cyber security intelligence
14. Recommends additional cloud network and security solutions or enhancements to the existing cloud network and security systems to improve overall enterprise performance and security

### **SUPERVISORY RESPONSIBILITY**

This job has no supervisory responsibilities

### **EXPERIENCE**

1. Microsoft Azure Fundamentals certification and/or minimum four years working technical knowledge of Azure cloud network and related utilities
2. Microsoft Defender certification and/or minimum four years working technical knowledge of Microsoft security systems
3. Experience with DarkTrace is a plus
4. Linux server experience is a plus
5. Experience supporting users
6. Good understanding of the organization's goals and objectives
7. Knowledge of applicable data privacy practices and laws
8. Proficiency/familiarity with Microsoft 365 applications

### **QUALIFICATIONS**

1. Proven analytical and problem-solving abilities
2. Ability to effectively prioritize and execute tasks
3. Good written, oral, and interpersonal communication skills
4. Ability to present ideas in business-friendly and user-friendly language
5. Highly self-motivated and directed in a full-time remote work setting
6. Keen attention to detail
7. Team-oriented and skilled in working within a collaborative environment

### **LANGUAGE SKILLS**

Must have the ability to read and comprehend simple instructions, to write correspondence for the retirement plan, and to effectively present information for the retirement plan in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, ability to compute rate ratio, and percent and to draw and interpret graphs.

### **COMPUTER SKILLS**

Must be familiar with Microsoft Professional Office Suite including Word, Excel, Publisher, Power Point and Outlook.

### **REASONING ABILITY**

Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this position include close vision.