



Job Description

Position Title: Web and Technology Specialist

Department: Campus Support

Reports to: Experience and Communications Manager
exempt

Status: Full time, salaried,

Revised: 09.14.2026

Primary Purpose

The NewPointe Web and Technology Strategist will contribute to NewPointe's mission of inspiring people to follow Jesus by ensuring the church's digital platforms, technology, data, and communication systems work together effectively to create excellent and engaging experiences. This role develops and maintains integrations across NewPointe's digital ecosystem, advances the use of technology and data to support ministry and communication, and ensures platforms remain current, secure, discoverable, and strategically aligned. Additionally, the Web and Technology Strategist champions best practices across digital tools, develops custom digital communications and resources, and proactively identifies opportunities to improve NewPointe's digital presence, functionality, and effectiveness.

Essential Job Functions/Key Result Areas (KRAs)

- Build and maintain integrations between NewPointe's various digital tools (app, website, RFID, QR codes, etc.), ministry partners, and NewPointe staff, ensuring all systems work together as intended and troubleshooting issues as they arise.
- Roll out updates and new technology advancements across NewPointe's digital platforms, maintaining platform credentials to keep all systems current and fully functional.
- Champion best practices and strategy across NewPointe's platforms (website, app, social, YouTube, Google Business, etc.), understanding the opportunities and limitations of each, ensuring responsible use that protects our messaging systems from being blocked or flagged by major carriers and tech platforms.
- Develop and grow NewPointe's use of website traffic and Rock data/tools for reporting, communicating, and organizing efforts. Monitor and update website metadata using SEO/GEO best practices to strengthen NewPointe's digital discoverability and search presence.
- Design and build HTML-level email templates, website blocks, and landing pages, utilizing specialized content blocks and Lava to create effective, on-brand digital communications.
- Other duties as assigned.

Position Requirements

- Intermediate HTML skills; understanding of CSS, Lava, and Rock RMS preferred.

- Ability to design HTML email templates web content.
- A basic understanding of how NewPointe's digital tools and systems integrate and their intended purposes across the app, website, and other platforms.
- Strong problem-solving skills, particularly related to technical/integration issues.
- Intermediate skills using AI tools for technical development and basic coding.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to quickly create relevant and creative reports.
- Coachable and takes direction well.
- Able to ask questions for understanding and advancement of ideas/concepts.

Qualifications

- Education: College degree or higher
- Experience: Minimum of two years' experience in Web/Integrations or a related field
- Licenses: None required

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
 - Participate in small group accountability
 - Regular attendance at NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date