



Job title	<i>App Manager</i>
Reports to	<i>VP of Engagement</i>

#### Job purpose

The App Manager is responsible for the management, strategy and execution of the Axis Mobile/IOS application. The main goal for this position is to maximize productivity of the organization through the management of Mobile/IOS application.

#### Duties and responsibilities

- Maintains a personal relationship with Jesus Christ and is a consistent Witness, maintaining a courteous, Christ-like attitude in dealing with people within and outside of Axis
- Identify, mitigate, prioritize and manage complex Mobile/IOS app and future development projects as needed
- Resolve app issues, project issues, constraints, dependencies and risks
- Responsible for management of Axis content data upload project schedule
- Train Axis staff on proper use of the systems through conducting seminars
- Management of Mobile app security systems, create and reset passwords, etc.
- Creates SOP's and publishes guidelines for proper use of systems
- Works with VP of Engagement to create and develop processes interchangeable with the website development and maintenance
- Strong ability to solve problems quickly and communicate clearly

#### Qualifications

Qualifications include:

- Master's degree preferred in either business with a technology background or a Master of Science in management information systems
- Experience in security, analysis, implementation and evaluation of Mobile/IOS systems and their specifications
- Experience working with outsourced virtual assistants
- Excellent organization and leadership skills
- Strong ability to solve problems quickly and communicate clearly
- A. broad knowledge of computer networking, installation and administrative of networks; analytical and communication skills are required

#### Working conditions

This position is salaried, while hours are typically 8:30am-5pm Monday-Friday. Hours may vary in relation to research related meetings and appointments. Travel is minimal.