

POSITION DESCRIPTION

SEVENTH-DAY ADVENTIST CHURCH IN CANADA (SDACC)

Position Title: Associate Director for Security

Department: IT Services (SDACC)

Incumbent:

Budget Number:

Category: Exempt

Wage Range: 89% – 103%

Credential: Missionary/Ministerial Credential

Accountable to: Director of IT Services

Education: Bachelor's degree with an emphasis in security and networking.

Date Written: January 2023

POSITION SUMMARY: The SDACC Information Technology Services (ITS) Associate Director for Security has primary responsibility for the security of the SDACC IT systems, as well as working with the SDACC Conferences/Mission, Institutions, and Entities to ensure the security of their systems. While there is no direct line-staff relationship with Conference/Mission/Institution/Entity personnel, the influence and interaction will result in an acceptance of the collegial relationship with this personnel. S/He works as a member of the Information Technology Services team, including the Director of ITS and ITS Support Specialist. This relationship involves participating in the planning, evaluation and implementation of software and systems and working together to ensure the security and integrity of SDACC systems and data. S/He is responsible for designing, building, testing and implementing security within the organization's IT network. S/He is expected to have a thorough understanding of complex IT systems and stay up to date with the latest security standards, systems, authentication protocols, and best-practice security products.

LEADERSHIP ROLE: The SDACC ITS Associate Director for Security leads by serving others. S/He is committed to the growth of people and building a secure church community, leads by example, and demonstrates the skills of personal integrity, practical wisdom, good taste, and sound judgment.

AUTHORITY AND ACCOUNTABILITY: Authority as delegated by the department director. Responsible for assisting in directing the administrative activities of the Information Technology Services Director (NAD-ITS) in accordance with SDACC policy and objectives. Reports directly to ITS Director.

ESSENTIAL JOB FUNCTIONS:

- SDACC Security: (50%)
 - Collaborating with ITS Director to secure SDACC systems, including:
 - Researching and evaluating security solutions
 - Developing project timelines for system upgrades and preparing cost estimates
 - Implementation and maintenance of security solutions and controls
 - Creation of hardened baseline configurations for all IT-related equipment
 - Performing vulnerability scans and remediation of vulnerabilities
 - Reviewing and improving backup procedures
 - Regular reviews of system security measures and implementation of enhancements
 - Creating and updating security policies
 - Selection and Implementation of cyber-security frameworks
 - Collaborate with ITS Director and SDACC Administration creating and maintaining:
 - Data governance policies
 - Disaster recovery procedures
 - Conduct regular tests and monitoring of security solutions
 - Conduct regular security breach drills

- Prepare security risk and compliance reports
- Ensuring SDACC compliance with cyber-liability insurance requirements and controls, liaising with ARMS as necessary
- Respond to and investigate security incidents, and provide thorough post-event analysis, liaise with insurance providers as needed
- Develop and conduct security training for SDACC staff
- Remain up to date with the latest security standards, products, and systems
- Ensure the SDACC complies with data privacy regulations
- Collaborate with North American Division ITS to help establish and follow security standards
- Assist the ITS Director and ITS Support Specialist with projects as needed
- Security Support for Conferences/Mission, Institutions, and Entities (CMIE) (50%)
 - Serve as consultant and resource to the CMIE offices in the areas of IT Security and cyber-insurance requirements
 - Responsible for advising and assisting CMIEs in implementing IT security controls and solutions in their offices and working with the CMIEs to ensure their compliance with cyber-insurance requirements and assist in securing their systems.
 - Guiding in creating and updating security policies
 - Guiding to ensure compliance with data privacy regulations
 - Assist the ITS Director with the negotiation of Canada-wide contracts for security solutions
 - Provide advice and guidance to the Conferences to ensure their churches and schools are secured
 - Develop and conduct IT security training for CMIE personnel, pastors, and teachers
 - Coordinate periodic union-wide surveys to evaluate current security and training needs that should be addressed
- Other duties as assigned by the ITS Director and the SDACC executive officers

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's degree in computer science/information technology, with an emphasis on security and networking, or equivalent, is required. Experience in information technology, with extensive experience in security and networking, may be accepted instead of a bachelor's degree.

- Maintained IT security or risk assessment certifications such as CEH, CISA, CISM, CISSP-ISSMP, and CCISO are preferred
- Experience with various enterprise technology domains such as cloud, networking, cryptography, identity and access management, and virtualization
- Experience implementing multi-factor authentication
- Experience implementing security solutions

KNOWLEDGE AND SKILL: The SDACC ITS Associate Director for Security must be committed to the ideals of the Seventh-day Adventist Church. S/He must have a security-focused mindset and a keen interest in IT security details, including implementing security solutions, policies, procedures, and legal requirements. S/He is to approach their work and working relationships with a high level of professionalism, possess knowledge of church structure and organization, competently perform administrative functions, develop long and short-term plans for security improvement, and establish and maintain effective relationships within the SDACC office and with IT personnel across Canada. S/He must effectively present facts and recommendations in both oral and written form.

- Expertise in the creation and review of technical diagrams of infrastructure and data flow diagrams
- Strong working knowledge of IT risks, cyber security, and computer software
- Advanced understanding of security protocols, cryptography, and security
- Continuing Education will be expected

CONTACTS AND ORGANIZATIONAL RELATIONSHIPS: The SDACC ITS Associate Director for Security must maintain regular contact with the SDACC conferences/mission, institutions, and entities regarding their IT security posture. S/He must possess good interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS: The SDACC ITS Associate Director for Security must be able to read, speak, hear, and effectively communicate orally and in writing. As an exempt employee, it is expected that s/he will work the hours required to complete assignments (no less than 38 hours per week). Some standing, walking, bending, kneeling, carrying light items, etc., is required. S/He must be able to travel extensively within Canada and occasionally to the USA.

WORKING CONDITIONS: Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under typical office conditions with little or no noticeable discomfort. The work area is well-lighted and ventilated. Conditions may be difficult while traveling with some irregularity in hours. On-call availability is required.