

## **IT Specialist**

### **Position Description:**

Maintain hardware and software on church PCs.

### **Qualifications:**

- Christian adult
- Good understanding of troubleshooting Window PCs
- Proficient in Microsoft Word, Excel, and Access
- Proficient in software installation
- Proficient in hardware setup
- Desirable: Visual Basic coding
- Desirable: Webstreaming understanding and usage
- Desirable: Mac OS

### **Responsibilities:**

- Standard hardware maintenance.
- Software installation.
- General troubleshooting.

### **Ministry Deacon Contact:**

Jason Burns

### **Time Commitment:**

Approximately 1-2 hours per month, as requested by PC users