**Student Technology Support – Part Time Term Position**

**Northwood United Church**

**Timeframe: September 14, 2020 to December 31, 2020**

**Job Description**

**The nature of this position is to provide technology support and assistance to the Office Administrator and Coordinating Minister**

**Specific duties include:**

•scheduled visits to the church to work with staff

•Responding to communications from church staff

•Assistance dealing with access and use of technology, which may include login or connectivity issues

•Assisting with updates to church website and social media

•Assisting with production and recording of virtual church services and small group meetings

Assisting with upgrades to workstations and Terminal Services

•Other related duties as assigned or authorized by church staff

**Hours: 15 Hours per week**

 **Flexible during church hours of operation, which are**

 **Monday - Friday from 9:00am - 5:00pm**

**Some work may be done remotely, and publishing/monitoring of virtual service on Sunday morning.**

**Job Requirements**

**Qualifications:**

• Must be a student in Grade 12 or attending a post-secondary program

• Strong interpersonal, verbal and written communication skills

•Demonstrated customer service skills

•A service-oriented outlook and approach to professional work

•Demonstrated competency in computer literacy which includes standard office applications (Office 365) Windows 10, and a range of web and social media tools

•The ability to pay attention to detail

•Strong time-management and organizational skills

•The flexibility to work on site or remotely

**Pay:** $15.00 per hour plus 2% in lieu of vacation

Interested applicants should send a resume to office@northwood-united.org