



**Jackson County Interfaith Volunteer  
Technology Service Assistant  
Temporary Position 3-6 months  
Job Description**

**Position Summary:**

To assist Interfaith staff in utilizing and enhancing technology to help staff effectively utilize these systems, and to ensure the smooth and efficient operation of Interfaith's technology needs. To assist and administer virtual technology events through Facebook, Zoom, and other mediums as needed. This person will work independently and in partnership with Interfaith staff to create and implement events that offer virtual engagement to our volunteers, participants, and community.

**Reports to:** Program Director

**Duties & Responsibilities:**

1. Maintain a positive public image for Interfaith through all interactions with the public.
2. Support Interfaith staff and volunteers to include organizing projects, preparing correspondence, preparing reports, scheduling meetings, and coordinating virtual events.
3. Assist in the development of training events, tutorials, and/or training options for staff and partners.
4. Maintain a working knowledge of systems and processes.
5. Analyze current technology and assist in developing systems to allow staff effectively perform their duties.
6. Assist in updating JCIVC website.
7. Other duties as assigned.

**Skills**

- Post high school education in the administrative or information systems field (prefer post-secondary diploma, associate degree, or bachelor degree).
- Successful experience in a technology rich work environment.
- Excellent word processing, database, spreadsheet, and multimedia/publishing/web content skills.
- Strong organizational and office management skills.
- Proven ability to work quickly, accurately, and simultaneously on multiple projects.
- Proven ability to write effective correspondence and tutorials.
- Knowledge of database systems with reporting skills.
- Knowledge of telephone systems, and copiers preferred.
- Ability to coordinate and successfully complete projects with minimal supervision.
- Must have the ability to work with diverse populations.
- Must be able to keep sensitive information confidential.