



## **IT Support (part time)**

Church of Our Saviour  
San Gabriel, 91775  
\$25-\$30/hour Monday-Friday

Church of Our Saviour is searching for an experienced IT person to oversee setting up, managing and troubleshooting the technology systems that we use to maintain our computer and software networks. The duties will include responding to hardware problems, updating system software and tracking the data and communications used on our network.

### **Essential Position Responsibilities**

- Offer technical support to company staff and troubleshoot computer/printer/phone problems
- Review diagnostics and assess the functionality and efficiency of systems
- Install and update company software and hardware as needed
- Anticipate and report the cost of replacing or updating computer items
- Implement security certificates and company compliance of requirements
- Address WiFi issues as they arise
- Interface with computer and phone vendors

### **Experience and familiarity with the following a plus:**

TPX

Share point

Microsoft Teams

**Contact: Jean Dillingham: [jeand@cosepiscopal.org](mailto:jeand@cosepiscopal.org)**