

for I was
hungry
you gave
me food:
I was thirsty and you gave me
drink: I was a stranger and you
made me welcome: naked and
you clothed
me: sick
and you
visited
me in
prison:
you came
to see me
Matthew
23:34

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... just helping since 1979

Computer Support Specialist –

Program: Administration

Duties and Responsibilities:

Primary Responsibilities:

- Resolve any and all computer issues within the organization
- Train staff/volunteers in systems required for their participation.
- Participate in building the short term and long term planning goals of the computer support group

Secondary Responsibilities:

- Maintain system documentation
- Maintain problem log
- Develop training sessions.
- Prepare computers for sale in the Little Store

- Support Little Store counter personnel in computer sales.

Authority: Reports to the Director of Operations

Has no one reporting to this position

Qualifications:

- Prior knowledge of Google products
- Prior knowledge of Window products.

Salary & Benefits: No salary or benefits are associated with this position.

Contact us: Volunteer, and you get to go to work with a great bunch of people who love their work! Please contact Walter F. Doyle Co-Director at 508-831-7455 or via email at wfd@urbanmissionaries.com to express interest or to answer any of your questions.