

The Episcopal Diocese of Texas Position Description

Technical Assistant

Department: Finance

Reports to: Nina Gaspar, Technology Manager

FLSA Status: Non-Exempt

Founded in 1836, the Episcopal Diocese of Texas serves over 150 churches across 57 counties in Texas. Headquartered in downtown Houston, we are seeking a Technical Assistant. Under the direction of the Technology Manager, the Technical Assistant will provide congregations with data, such as current journal directories and lay licensed personnel; as well as request and update diocesan database. In addition, this position will assist staff with technical needs as needed.

Responsibilities:

- Generate and communicate reports with the appropriate parties
- Update and maintain organization's databases
- Review data for deficiencies or errors and correct any incompatibilities
- Create and update electronic forms and spreadsheets
- Assist staff with technical issues
- Document processes and procedures
- Assist with projects assigned by Technology Manager

Qualifications:

- Bachelor's degree in MIS or related field preferred
- Experience with current versions of common desktop applications such as Microsoft Office, web browsers, Adobe, Outlook, etc.
- Commitment to Diocesan Mission and Staff Core Values (Professionalism, Joy, Bridge-building, Humility, Integrity, and Creativity)
- Ability to multitask and prioritize projects
- Good organizational skills and attention to details
- Excellent written and oral communication skills
- Excellent interpersonal and customer care skills

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and /or move up to 15 pounds. Specific vision abilities required by the job include close visions, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

How to Apply

Please e-mail resume and cover letter to: zturnbull@epicenter.org