

# Gospel Outreach

## Job Description

### IT Technician

**Reports to:** Media Director

**Summary:** The IT technician installs, troubleshoots, and fixes the hardware and software for GOs computer system.

**Duties and Responsibilities:**

- Set up and configure software and applications on PCs.
- Install and set up various types of hardware like firewalls, access points, and network switches.
- Respond to staff who have computer issues. Find the root cause of the problem and solve it.
- Prepare old computers for selling or destroying:
  - Back up files
  - Deauthorize software
  - Securely format hard drive
  - Clean up the computer (if selling).

**Essential Knowledge, Skills, and Abilities:**

- A passion for the mission of Gospel Outreach.
- CompTIAA+ certification or equivalent experience.

**Schedule:**

- It would be ideal if the IT tech could be on-call on Mondays through Thursday mornings so he/she can respond to emergency needs.