

Open Position Report

NEW LIFE/PROVIDENCE/PAUL ZINK (CS7864)

Position	Title	Supervisor	Full-Time/ Part-Time	Opened Date	Notes	Applicants
0047 - Graphic/Print Designer	Graphic/Print Designer	Self, Justin	Full-Time	3/22/2018	This individual needs to be familiar with many forms of design, including print and digital. Their responsibilities will be to create visually appealing promotional materials, advertisements, signage and event flyers for New Life and it's departmental ministries. Design for print, video display, social media and web as needed. Produce major publications and church-wide promotional pieces. Create logos/artwork for promotional items, series graphics, apparel, branding and other print or digital work. Take photographs for use in print and online materials and maintain a photo library for future use. The work schedule for this position is Sunday through Thursday.	0
0090 - The Level One (1) IT Technician	Level One (1) IT Technician		Full-Time	1/4/2019	<p>The Level One (1) IT Technician for New Life and Providence School monitors and maintains computer networks, servers and other equipment in the company. When the system malfunctions, the technician troubleshoots the network, makes repairs and gets the system back up as quickly as possible. In addition, the technician will assist with computers, hardware/software, and periphery equipment, including faxes, copiers, and scanners. The Technician will also respond to staff needs as they arise.</p> <p>Job Duties The functions and responsibilities of a Level One (1), IT Technician includes, but is not limited to the following:</p> <ul style="list-style-type: none">- Monitor and maintain computer systems, this may include troubleshooting servers, local area networks and switches.- Install or upgrade software and hardware.- Review ticketing system as needed.- Ensure timely follow up with staff via personal interaction, e-mails or phone calls.- Assist with various projects, installations and general IT maintenance.	0

