



### **General Description**

The IT person is responsible for maintaining and updating, computers and all programs that we use.

This person would look for or develop potential programs. Will train and assists all GCCCI computer users.

### **Reporting**

This position reports to GCCCI President

### **Time Commitment**

This position requires 2 day/week

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### **Key Responsibilities**

1. Keeps all computers and programs updated and functioning.
2. Trains all personnel in programs as needed.
3. Seeks ways to improve computer communication throughout the organization.
4. Other duties as assigned

### **Qualifications**

1. Knowledge of GCCCI programs, policies, procedures, and practices
2. Customer service skills.
3. Ability to communicate well with others, both orally and written.
4. Skilled at planning, organizing, and implementing.
5. Ability to inspire others, instill confidence, and move people to action.
6. Ability to manage multiple tasks.
7. Ability to work with diverse groups of people and organizations.
8. Positive attitude