Position Title: Information Technology Support Assistant

Position Summary
In partnership with the church's IT provider, the IT Support Assistant provides hands-on technology support to staff and ministries at First Colony Church of Christ. This role requires a self-starter who is detail-oriented, organized, and eager to learn. The IT Support Assistant will serve as the on-site liaison with our IT provider, ensure smooth operation of technology resources, and help staff use tools effectively to support the church's mission.

Key Responsibilities

- Work according to the church's policies and procedures.
- Serve as the primary on-site contact for the church's IT provider; act as their "hands and feet."
- Provide support for sound and video setup in the Gym, Chapel, and Bible classrooms.
- Provide user support for church databases, including Ministry Platform and Planning Center Online (training provided).
- Assist with onboarding new employees in collaboration with the IT provider.
- Maintain an accurate IT asset inventory.
- Build custom forms using Wufoo Form Builder (training provided).
- Monitor and work within the church's IT budget.
- Serve as backup administrator for building scheduling systems (doors, security cameras, HVAC).
- Manage office equipment maintenance and service schedules.
- Decommission and recycle outdated technology.
- Perform other related duties as assigned.

Knowledge, Skills & Competencies

- Strong diagnostic and problem-solving abilities.
- Excellent communication skills—both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams, OneDrive).
- Able to maintain composure under pressure and safeguard confidential information.
- Tech-savvy, resourceful, and eager to learn new skills.
- Flexible and confident when handling a wide range of tasks.
- Detail-oriented, organized, reliable, and punctual.
- Positive, team-oriented, and supportive of church culture and mission.

281.980.7070
2140 First Colony Blvd.
Sugar Land, Texas 77479
firstcolonychurch.org

FIRST COLONY CHURCH of CHRIST

Position Details

- **Payroll Status:** Non-exempt
- **Classification:** Part-time, hourly (approx. 20 hours/week, schedule TBD)
- **Staff Category:** Office Staff
- **Reports To:** Finance Director

Education & Experience

- High School Diploma required.
- College coursework and/or prior work experience preferred.

Application Instructions

Interested candidates should submit a cover letter and resume to **work@firstcolonychurch.org**.

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Note: Job descriptions at First Colony Church of Christ are not comprehensive and may evolve as the needs of the church and staff change.