



## Technology / Office SUMMER Intern Job Description

Position Title	Department / Ministry	Classification	Status
Tech / Office Intern	Office	Regular Part-Time	Non-Exempt
Supervisor	Ministerial	Weekly Hours	
HR / IT Director	Non-Ministerial	15 - 29	

### IABC

Indiana Ave Baptist Church is privileged to exist for the purpose of Glorify God, Growing Believers and Reaching People all for our Savior Jesus Christ.

### Position Summary

The Technology / Office Intern is a hybrid position, assisting with the Front Office and Technology Department. This position supports the Technology Director and to be their hands in the office when they are not on-site. This position also provides technology support for big events and should thus be knowledgeable and friendly, able to collaborate well with our team and problem-solve.

### Work Environment

This job functions in a forward-thinking environment where decisions are made with the best interest of the body of Christ in mind. Staff relationships, prayer, technology and continuous improvement are highly valued, as is the personal and professional growth of each employee.

### Qualifications

- Daily walk with Jesus Christ, seeking His mind and growing in obedience to Him.
- Positive, enthusiastic attitude with a desire for continuous personal and professional growth.
- Desire to work in a team environment and willingness to cross functions when necessary.
- Proficiency in the use of the English language required.
- Highly developed organizational skills required.
- Good communication skills required.
- Above-average aptitude for computer systems, Microsoft Office and general database programs.
- Ability to deal effectively with inquiries, including difficult situations with tact and diplomacy.
- Education: High school diploma required; some college preferred.
- Physical: must be able to lift at least 25 pounds from a sitting position.

### General Duties

#### Front Office

- Work the front office Mon. – Thurs. from 2:30 to 5:00 pm
- Be warm, friendly, and helpful to all who come through our doors either in person or via phone calls.
- Sign for packages and notify recipients (be extra friendly to delivery personnel).

#### General

- Help with special IABC events as requested (we are a team and work to support each other)

#### Virtual Meetings

- Set up Microsoft Teams and Camera for remote employees (when you are in the office)
  - Monday Staff Meetings at 1:30 pm
  - Thursday Walk Thru at 11:00 am

**Technology Duties**

**Computers & Technology**

- Be the Technology Director’s hands in the office
- Be the person in the office when MBS needs help problem solving
- Help Desk Support
  - Computers
  - Phones
  - WiFi
  - And more

**Be on hand for big events to be sure technology is working**

- VBS
- Kids Day Camps

**Additional Duties as requested by the Technology Director**

**Salary and Benefits**

Introductory: The first sixty (60) days of employment are an introductory period.  
 Salary Range: Depends upon qualifications.  
 Benefits: Not available for part-time.  
 Schedule: Varies from semester to semester but in general either ½ day 4 days a week or 2 full days.

**At-Will**

All employees of IABC are at-will, and as such, are free to resign at any time without reason. IABC, likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of IABC has any authority to enter into an agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**Acknowledgement**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor and/or the Executive Pastor.

Employee Printed Name	Employee Signature	Date
HR / Supervisor Printed Name	HR / Supervisor Signature	Date