

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Program and Technology Assistant

**FLSA:** Hourly

**Reports To:** Director of NACMS

**LOCATION:** NACMS

### **GENERAL SUMMARY**

Overall Responsibility: Support NACMS programming. Address NACMS staff technology needs. Support the NACMS Director in implementing technology plans.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Support NACMS Programming
  - Assist in planning and delivery of NACMS programs.
  - Record and post minutes of staff and team meetings.
  - Provide temporalities support for programs, meetings, and gatherings.
- Support NACMS Technology
  - Troubleshoot problems arising with NACMS electronic equipment. Resolve as able and refer to external providers as necessary.
  - Assist staff with hardware and software issues.
  - Maintain an accurate inventory of NACMS hardware and software and assist the Director in implementing long- and short-range technology plans.
  - Assist in purchasing equipment and furnishings.
  - Maintain and update NACMS website.
  - Maintain organization and accessibility of information on NACMS shared cloud drives.
- Perform additional duties as requested by the Director

### **QUALIFICATIONS & EXPERIENCE**

#### **Required Qualifications**

- Bachelor's Degree
- Ability to work with staff, clients, and guests in a manner consistent with Catholic and Marianist values
- Ability to communicate effectively orally and in writing
- Ability to collaborate with other NACMS staff in development and delivery of programming
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Sheets, Docs, Drive, Calendar) and ability to learn additional software applications as needed
- Facility in the operation and maintenance of Windows-based PCs, printers, and related equipment

#### **Preferred Qualifications**

- Familiarity with the Marianist charism, Marianist terminology, and/or Marianist Studies
- Demonstrated ability to be flexible and multi-task, including ability to support occasional evening and weekend programs
- Working knowledge of website maintenance or design using content management software such as Drupal
- Familiarity with Adobe Creative Cloud Applications
- Experience facilitating remote meetings and learning opportunities

**PHYSICAL DEMANDS**

Work is generally in an indoor setting. Must be able to handle, lift objects and or materials of up to 25 pounds. Must be able to use telephone (hear and speak) and use a computer.

**ACCOUNTABILITY**

The Technology and Program Assistant is directly accountable to the Director of NACMS

**REASONABLE ACCOMMODATIONS**

Lifting up to 25 pounds is essential for this position. Lifting weights above 25 pounds may be accommodated by seeking help from another coworker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

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Questions may be directed to George Lisjak at [glisjak@sm-usa.org](mailto:glisjak@sm-usa.org)

Interested persons are encouraged to submit a letter of interest, resume, 3 references with contact information, and a writing or presentation sample to [glisjak@sm-usa.org](mailto:glisjak@sm-usa.org).

Applications will be accepted until the position is filled.