

**American Baptist Home Mission Societies (ABHMS)
is looking for an Information Technology (IT) Associate**

Why do we seek an IT Associate?

The IT Associate provides IT technical support to the staff, services and ministries of ABHMS on a day-to-day basis. The IT Associate will also assist and support the Research and Information Services Officer (RIS) as needed in the oversight of the organization's strategic use of information technology. The position, which reports to the RIS Officer, is open immediately and is based in King of Prussia, Pa.

The American Baptist Home Mission Societies ministers as the caring heart, serving hands, going feet and prophetic voice of Jesus Christ — establishing ministries of discipleship, community and justice along with equipping and networking followers of Jesus to transform persons, congregations, neighborhoods and cultures throughout the United States and Puerto Rico. We invite you to visit our Web site at www.abhms.org

What are the core duties & responsibilities of the position?

- ✓ Provide support for the order fulfillment and subscription management systems used by Judson Press/ABHMS. Includes Web order processing, month-end processing support and interfacing with the systems in the shipping department
- ✓ Provide end-user support to the staff of ABHMS
- ✓ Document procedures of the IT Team
- ✓ Develop and maintain Web pages on the ABHMS or Judson Press Web sites as requested
- ✓ Manage the use of audio-visual equipment by the ABHMS staff and provide presentation support
- ✓ Provide orientation and coaching to the ABHMS staff in the use of collaboration and communication tools such as Skype, GoToMeeting/GoToWebinar, Adobe Connect Pro, and SharePoint
- ✓ Provide remote support for mobile users
- ✓ Consult with ABHMS staff regarding their hardware and software needs and make specific recommendations for purchases
- ✓ Other duties as assigned

What knowledge, skills, abilities, competencies and experience should the IT Associate possess?

- ✓ Basic proficiency in HTML, CSS, JavaScript, and server-side scripting is required
- ✓ Basic proficiency in use of the Microsoft Office Suite
- ✓ Familiarity with PC networks
- ✓ Familiarity with Windows server backup procedures
- ✓ Strong written and oral communications skills
- ✓ Experience working in a team context and collaborative environment
- ✓ Willingness to learn and a desire for professional growth/development

- ✓ Proficiency in a high-level programming language such as Java, C, or C++ desirable
- ✓ Ability to support Mac and Linux users desirable
- ✓ Bachelor's degree in computer science, mathematics, or related field preferred

American Baptist Home Mission Societies is a great place to work! We offer excellent salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403b) as well as the support needed to continue to develop your skills and abilities. We offer a safe, professional work environment located at 588 North Gulph Road in King of Prussia Pa.

If you are interested in applying Submit a completed Employment Application (available on our Website) plus a current resumé by **JUNE 30, 2010** to:

Dr. Laura Miraz, SPHR

ABHMS/Human Resources Officer

P.O. Box 851, Valley Forge, PA, 19482-0851

LMiraz@abhms.org

For more information, visit <http://www.abhms.org/employment.cfm>

ABHMS is an Equal Opportunity Employer