

Big Sandy Area Community Action Program is looking for an Information Technology Assistant to join our team and provide important services for our employees and to our community.

Position Summary: Primarily responsible for maintaining computer equipment and providing support to anyone within the organization who needs technological assistance. This position would be based in Paintsville, but will require travel throughout our five county service area.

Job duties and details:

- Set up and configure computers and peripheral equipment such as printer, scanners, etc.
- Perform diagnostics on computer systems, networks, and hardware to ensure proper functioning
- Respond to support requests and assist in troubleshooting.
- Ensure all software and hardware is up-to-date and install updates as required.
- Perform routine preventative maintenance to avoid system outages and failures.
- Train end-users on how to effectively use agency hardware/software and create work instructions for reference.

Qualifications:

- Associate's degree in Computer Science or related field is desired.
- A+, Network +, or similar entry level technology certification strongly preferred.
- One year of experience in computer operations.
- Ability to explain technical problems in layman's terms.
- Sound analytical thinking skills and a collaborative attitude are a must.
- Ability to lift/move 50 pounds.
- Valid driver's license and access to an automobile.
- Hire subject to policies on background check and drug screening.

Starting Salary

\$15.50 per hour

Benefits

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays
- Mileage reimbursement for required travel

**Qualified applicants may submit resume or application to:
BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.
Closing date for applications is July 17, 2020**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services. This position is funded by the CARES Act.

