

JOB DESCRIPTION

Job Title: Web/Graphic Assistant (Full Time)
Supervisor: Community Development Manager
Pay Grade: Commensurate with skills & experience

Position Summary:

This position is responsible for assisting the organizations Information Technology Manager by providing graphic, web content and staff end-user computer support.*

Essential Functions and Responsibilities:

1. Assist in graphic designs, develops and maintains web-based applications including websites and intranets.
2. Maintains a thorough knowledge of the organization and adheres to all organizational standards.
3. Keeps immediate supervisor well-informed of activities.
4. Ability to maintain Microsoft Windows applications and systems including but not limited to Windows XP, Windows Vista and Windows 7.
5. Competent in Mac operating systems and functionality of Apple products such as iPhones and iPads.
6. Diagnose and resolve technical issues on a wide variety of computer hardware and software systems.
7. Performs routine preventive maintenance on hardware and software.
8. Assists staff in understanding and using technology.
9. Occasionally troubleshooting workstations, networks, software applications, phones, copiers and other technologies.
10. Respects confidentiality in discussing consumer/participant, staff, volunteer and organizational matters; also maintains confidentiality of organization and projects.
11. Assists in other duties as needed and directed.

Qualifications:

Education and/or Experience:

An associate's or higher-level degree in Graphic Design or Web Design, Computer Science/Technology and one to two years related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully the following computer proficiency is (are) required: Adobe Photoshop; Adobe Illustrator; Adobe Fireworks, Adobe Dreamweaver; General computer science and technology skills; Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft PowerPoint; Microsoft Publisher; Microsoft Word; See other required technology skills and qualifications identified under "Other Skills and Qualifications".

Other Skills and Qualifications:

- Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Knowledge of and experience with: Internet Information Services; network/workstation peripherals; print servers; Javascript, HTML, Cascading Style Sheets; computer hardware (replacing hard drives, hardware drivers, etc.).
- Ability to be flexible with time and travel as we have programs statewide that may require some evening hours.

*This will be a grant-funded, full-time position with compensation commensurate with experience and education. Letters of interest and resume should be sent to Matt Hoerauf, Community Development Manager, Michigan Roundtable for Diversity, 3031 W. Grand Blvd., Suite 525, Detroit, MI 48202 or mhoerauf@miroundtable.org and should be received by Jan. 26, 2012

The Michigan Roundtable is a seventy year-old civil rights and social justice organization which brings best practices from the greater US and the world to the state. The Michigan Roundtable is a learning organization, with staff participating on an ongoing basis with national networks and conferences. The organization has connections to leading national experts in structural racism including the Kirwan Institute and Applied Research Center, as well as international organizations such as the International Center for Transitional Justice.