Information Technology Specialist
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph is a religious community of friars inspired by St. Francis of Assisi. The friars work with those who struggle with challenging circumstances. The Information Technology (IT) Specialist is responsible for configuring, installing, managing and troubleshooting the technology systems that the Province uses to maintain software, phone and computer networks. This position ensures that the work of the Province can be done with compassion and hospitality.

Essential Duties include:
- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order mission, vision and values throughout all professional responsibilities and activities.
- Respond to IT Help Desk tickets in support of end users, addressing and resolving service requests on site or remotely
- Troubleshoot networks, systems and applications to identify and correct malfunctions and other operational difficulties
- Suggest solutions to prevent network and system problems
- Routinely review diagnostics and assess the functionality and efficiency of IT systems.
- Coach and train staff and friars on technology used within the Province
- Ensure sensitive information is protected and uphold cybersecurity protocols
- Participate in the development of documentation outlining Province IT processes and offerings
- Interact with vendors to ensure any issues are dealt with in a timely manner
- Stay current on technology industry trends and security
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, knowledge and understanding of Microsoft Office 365 administration, MS Office suite, MS Windows 10 and various version of Microsoft server operating systems from Server 2012 to present; networking systems and protocols such as DHCP, DNS,, TCP/IP, VPN and virtualization technologies such as VMWare and Hyper-V; Technical certifications (such as Microsoft Administrative Associate, Comp TIA Network+, or VMware) OR 2 years' experience working in the IT field supporting end users and IT infrastructure OR combination of education and experience; knowledge of Mac operating systems, able to work at heights and lift up to 50 pounds

The Review of resumes will begin immediately

Please send resume to: employment@thecapuchins.org Please include "IT Specialist" in the subject line.
Or mail to:
Attention: Human Resources
IT Specialist
The Province of St. Joseph of the Capuchin Order
4390 Conner
Detroit, MI 48215

Current employees may apply by sending their resume or Internal Application (available from your supervisor or Human Resources to employment@thecapuchns.org