

## **Missionaries and Volunteers Needed in the St. George Area Immediate Need. Server Part-Time. Live at Home St. George Family History Center**

The **St. George Family History Center** located just north of the St. George Temple is in immediate need for the following individuals to serve as Church Service Missionaries or Volunteers.

Please call **435-673-4591** or visit the center at **355 South 200 East** in St. George, Utah, and ask to speak to the director over staffing. The Center serves all of Washington County and operates six days a week including three evenings.



### **Current openings**

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#### **Computer Technician**

Work on a technical team mostly on your own schedule, 12 or more hours per week under the direction of the center director. Maintain computer equipment; replace hardware, install software and upgrades; resolve problems with specific computers as noted on the problem log; load operating systems; and assist with other computer-related equipment including network, projectors and sound systems.

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#### **Administrative Staff Assistant**

Work under the direction of the center director, 12 or more hours per week, to maintain staff records, class schedules, shift assignments, and other administrative duties. Need to be familiar with Microsoft Office 2010 including Word, Excel, and PowerPoint. Need to be familiar with web-based email. Will be trained on a database application for staff management and class scheduling.

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#### **Web Designer - No Programming Skill Needed**

Work under the direction of the center director, 12 or more hours per week, to maintain the center's Internet website at FamilyHistoryCenter.org and to maintain a local Intranet Training Website that helps patrons understand and use the installed genealogy software and websites available at the center. Will be using a simple content management system to design web pages. Some photo editing skills useful. Some HTML, PHP and Flash skills useful, but not required.

