

## **Job Title – IT Systems Specialist**

**Hours-** Full-time

**Location** - Diocese of Joliet  
16555 Weber Road  
Crest Hill, IL 60403

### **Start a Great Career with a Great Purpose!**

We, the Roman Catholic Church of Joliet, a people of diverse races and cultures within seven counties, strive to be the Body of Christ by living the Faith, preaching the Word, building community, serving others, especially the poor, and celebrating our unity through the sacraments. We are recognized as a Diocese of choice!

### **In this role, You will...**

- Provides Microsoft 365 (Office, Teams, SharePoint) support, implementation, training
- Provides database support and report writing
- Creates and maintains user documentation, instructions, and procedures
- Assists with website, intranet, and digital presence

### **Required**

- Proficiency with core Microsoft products including Outlook, Word, Excel, PowerPoint, Teams, SharePoint and Forms
- Three (3) years of experience in SQL, MS-Access, and reporting writing
- Outstanding team player and self-starter with excellent communication, coordination, documentation, project planning, and interpersonal skills

### **Preferred**

- Bachelor's Degree in Information Technology or related field
- Knowledge of programming languages like HTML, CSS and web tools
- Experience with computer graphic and multimedia design
- Exemplifies strong customer service orientation

*If interested in this amazing opportunity, please send a cover letter and resume to the Human Resources Department at [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org).*