

Title: Technical Assistant	Prep/Revised Date: January 2026
Reports To: Technical Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt / Part-Time	Campus: Fort Collins

Summary

The Technical Assistant directly assists the Technical Director, providing mainly database support for the staff as well as some IT support and administrative tasks. This position actively participates in helping develop new processes as needed and training as the database evolves.

Duties & Responsibilities

- Serve as Master Administrator of the current church database and giving platform. (Currently CCB and Pushpay).
Responsibilities that relate to database and giving platform:
 - Help develop processes that improve the effectiveness of database and giving platform.
 - Train staff and support best practices and consistency across all departments.
 - Manage data; keeping a close pulse on database content that requires removal and reorganization.
 - Support and train staff using data integrations from CCB to Mailchimp, Website, etc.
 - Other Responsibilities
 - Member of the Orientation and Exit Team.
 - Assist Tech Director with a variety of tasks as needed.

Skills/Qualifications

- Proficient in overall technical support including software and database management.
- Must be flexible, proactive, a strong problem-solver, and a positive customer service representative.
- Exhibit proficiency of project management and database administration skills.
- Proficient in Microsoft Office Suite applications.
- Must have quality interpersonal skills, with the ability to work with people, and to communicate clearly and effectively on the telephone, by e-mail, and in person, demonstrating both tact and diplomacy.

Education and/or Experience

- Relevant college degree or 2 or more years of relevant experience.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 20 hours per week. Days of the week & times vary depending on need, please speak with your supervisor for more details.

Compensation: Non-exempt; \$18.00 – 20.00 per hour, depending on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)