

Part Time - IT Administrator Job Summary (20 hours per week)

We are looking for an IT Administrator to join our team and provide technical support to our staff and volunteers. The IT Administrator will be responsible for maintaining organization websites, working with vendors, and mastering the programs the organization uses. The ideal candidate should have strong problem-solving skills and the ability to communicate with people of all technical levels. Familiarity with 12 step programs and working with volunteers is preferred but not required.

IT Administrator Duties and Responsibilities

- Design and deploy webpages
- Train and supervise IT volunteers
- Troubleshoot and resolve IT-related issues reported by volunteers and staff
- Manage accounts, access rights, and security settings via Google Workspace
- Keep Wordpress and plugins updated by performing manual compatibility tests on the test websites for those that require it
- Monitor system performance and security logs
- Train users on new hardware and software
- Research, recommend, and learn new IT technologies and solutions
- Work with vendors to resolve technical issues
- Chair the IT Committee, made up of IT volunteers, when there is not a suitable volunteer to chair it
- Performs additional duties as indicated by the IT and General Managers

IT Administrator Requirements and Preferences

- Required At least 2 years of experience working in IT
- Required 1 year plus using Wordpress and the Divi builder
- Preferred to have familiarity with the following: Dashlane, Mailchimp, Shopify, Cloudflare, Wordfence, Cpanel, Teamviewer, Google Workspace, Fishbowl, Zoom, Gravity Forms, Zoho Forms, Dacast, Adobe Acrobat, Microsoft Word, Excel, Powerpoint, Survey Money, Teamup Calendar, GiveWP
- Not required but helpful: HTML, CSS, Java Script, PHP, DNS, FTP
- Excellent problem-solving and communication skills
- Able to work independently and as part of a team

Interested candidates please email resumes to applications@acawso.org